

# SALT + SMOKE

 BBQ BOURBON BEER

## Oh ... hey!

Thank you for choosing Salt + Smoke for your event!

The following will tell you everything you need to know about having an event at our Ballpark Village location.

To check availability first, please email [catering@saltandsmokestl.com](mailto:catering@saltandsmokestl.com).

If you have never seen the space before, come on down and check it out. If you are familiar with the rooms and have found the answers to all your current questions in the following pages, just send in the contract found at the back of this packet along with the corresponding room fee.

**There are 3 easy ways to submit your contract (found at the end of this packet) and Deposit.**

1. Scan/email the contract to [catering@saltandsmokestl.com](mailto:catering@saltandsmokestl.com) with credit card info for your room charge.
2. Mail your contract with your room charge. The room charge can be paid by check or credit card. If you are paying by check, please make it out to "Salt + Smoke."

Our mailing address is:

Salt + Smoke  
Attn: Catering  
2452 Centerline Industrial Drive  
Maryland Heights, MO 63043

3. Drop it off at the restaurant anytime during regular hours.

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### **Please note:**

- Your deposit and contract must be submitted together.
- No date will be held until both these items have been received together.
- The contact info on your contract must be the main contact for planning the event, not the person paying.
- Within 48 hours of submitting your contract and deposit you will receive an email (at the email address listed on your contract) with receipt for your room charge as well as a copy of your initial order sheet.
- As you begin to make decisions, our Catering Manager is available for any and all questions and will record the details of your event on your order sheet. Email correspondence is the easiest form of communication. Final headcount and menu choices must be made no later than **1 week prior to your event.**

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## Cocktail Style Event

*(\$75/person)*

Space to accommodate you and your party for 3 hours (Extensions optional at \$20 per person per hour)

Choice of **four** Appetizers: Passed or Stationed.

- Open bar: Craft Cans, Drafts, Full Wine Selection and Premium Liquors
- Full-service staff that is passionate about hospitality

## Buffet Style Dinner Event

*(\$100 per Person)*

Space to accommodate you and your party for 3 hours (Extensions optional at \$20 per person per hour)

- Buffet that includes your choice of 3 Appetizers, 3 Meats, & 3 Sides. Brownies are also included.
- Open bar: Craft Cans, Drafts, Full Wine Selection and Premium Liquors
- Full-service staff that is passionate about hospitality

The customer agrees to a **deposit of 50% the estimated total.**

Deposits will be applied towards the costs of Food and Beverages the day of the event.

If food and beverage purchases total out to less than 50% originally paid, a service fee will be applied in the amount needed to equal the deposit. No partial refunds issued on deposits.

**A 20% gratuity will be added to the total bill the day of the event.**

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## Menu Choices

### Appetizers

- Bacon-Wrapped Meatballs
- Burnt End Toasted Raviolis
- Deviled Eggs
- Goat Cheese + Walnut-Stuffed Mushroom Caps
- Falafel Bites
- Trashed Wings (Sweet or Hot)
- Texas Twinkies

### Proteins

- Pork
- Brisket
- Chicken
- Ribs
- Wings
- Falafel Bites

### Sides

- Pit Beans with Smoked Bacon
- Sweet Pepper Potato Salad
- Green Bean and Tomato Salad
- White Cheddar Cracker Mac
- Creamed Corn
- Mixed Green Salad
- Caesar Salad
- Brisket Chili
- Coleslaw

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## GENERAL POLICIES

- Parties are contracted for up to 3 hours. All party extensions must be scheduled and paid for in advance.
- We ask that guests vacate the event space following the event's end time. Your guests are permitted to visit the main bar if they wish to continue drinking.
- You are permitted to access your event space one hour before your event. If you are in need of more time than this, please inquire with the Catering Manager. We do not allow any decorations that require nails, tacks, staples, glitter, or confetti. Nothing can be hung from any part of the ceiling or any fixture that is in the ceiling. Centerpieces and candles are encouraged. All decorations must be removed immediately following your event.
- You may bring in an outside dessert if it has been purchased at a licensed establishment. If you need Salt + Smoke staff to cut and plate desserts, there will be a \$1.50/person service added.
- Food and beverage prices are subject to a 20% gratuity.
- State and city sales tax will be charged on all food and beverage items. State and city laws require that sales tax also be charged on service fees.
- If your party is a tax-exempt entity, you must provide a MISSOURI STATE Tax Exempt Form at the time the contract and room charge is turned in. If the tax-exempt form is not provided at that time, your group will be held accountable for all taxes applied to the event.

## CANCELLATION POLICIES

In the event that the client would cancel the contract more than 30 days from the date of service Salt + Smoke would retain 50% of the deposit. If the contract is canceled less than 30 days from the date of service, Salt + Smoke would keep the whole deposit.

In the event that Salt + Smoke cancels the contract, the deposit will be fully refunded to the client.

# SALT + SMOKE

BBQ BEER BOURBON

## Room Rental Contract

Name:

Phone:

Email:

### Event Info

Date

Time of Guest Arrival

Time of Guest Departure

Guest Count

Type of Event

### Event-Style

Cocktail-Style Event

Dinner Event

### Payment

Credit Card Number

Expiration

SCC

Billing Zipcode

Pay by check

Signature:

Date:

\*No room will be held until both this contract and the room charge have been received together.

\*\*The contact info on your contract must be the main contact for planning the event, not the person paying.