

SALT + SMOKE

CATERING PACKET



Hampton

SALT + SMOKE

BBQ BOURBON BEER



Oh, hey!

Thank you for choosing Salt + Smoke for your event!

It's time to have the event of the year at our Hampton location!
Here's everything you need to know beforehand:

To check room availability first, please email 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 on the following pages, just send in the contract found at the back of this packet along with the corresponding room deposit.

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

- Scan/email the contract to catering@saltandsmokestl.com with credit card info for your room charge.
- 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 Dr.

Maryland Heights, MO 63043

- Drop it off at the restaurant anytime during regular hours (11am-9pm).

Please note:

- Your room charge and contract must be submitted together.
- No room 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 room charge, you will receive an email (at the email address listed on your contract) with a 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 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 before your event.

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Piglet Room

UP TO 30 GUESTS

Monday - Sunday*

\$300 food + bev min.

- The customer agrees to a room deposit of \$300.
- Deposits will be applied toward the costs of Food and Beverages on the day of the event.
- If food and beverage purchases total out to less than \$300, a service fee will be applied in the needed amount to equal \$300. No partial refunds are issued on deposits.
- A 20% gratuity and tax (11.3%) will then be added to the total bill.
- Only accessible by stairs

Bovine Room

Monday - Sunday*

\$500 food + bev min

- The customer agrees to a deposit of \$500.
- Deposits will be applied toward the costs of Food and Beverages on the day of the event.
- If food and beverage purchases total out to less than \$500, a service fee will be applied in the needed amount to equal \$500. No partial refunds are issued on deposits.
- A 20% gratuity and tax (11.3%) will then be added to the total bill.
- Only accessible by stairs

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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. Parties may be extended in the Bovine Room at the rate of \$100/hour plus tax, and in the Piglet Room at \$75/hour plus tax.
- We ask that guests vacate the private room 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 private room one hour before your event. If you need 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 S + S staff to cut and plate desserts there will be a \$2.00/person service added.
- A 20% gratuity will be added to all food and beverage prices.
- State and city sales tax will be charged on all food and beverage items.
- 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

If the client cancels the contract more than 30 days from the date of service, Salt + Smoke will retain the deposit. If the contract is canceled less than 30 days from the date of service Client is responsible for 100% of the cost of the contract.

If the client cancels the contract, or if the contract has to be canceled because of Force Majeure, or because of state or federal mandates restricting group gatherings Salt + Smoke would retain the entire deposit. Deposits are non-refundable. If the event is canceled by the client or Salt + Smoke, the client may use any money that was paid towards the deposit towards a future event.

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

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Room Rental Contract

Name:

Phone:

Email:

Event Info

Date

Time of Guest Arrival

Time of Guest Departure

Guest Count

Type of Event

Room Choice

Piglet Room

Bovine Room

Payment

Credit Card Number

Expiration

SCC

Billing Zipcode

Pay by check

Deposit Amount:

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.