

2024 Beer Fest Dinner Catering Contract

Caterer Name	Event Date May 24, 2024, 6:00 PM	Telephone	Fax	Event Beer Fest Banquet
Address		Contact		Number of Guests 250 - 280

Event Name 30th Annual Beer Fest Brewer's Dinner	Category Gourmet Dinner - Festival Seating
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Site Location	
Site Name Harriett Hall	Site Address 296 Fair Drive, Haines, Alaska 99827

Times and Set Up				
Description	Date	Arrival	Departure	Guest Count
5 course Dinner + hors d'oeuvres	May 24, 2024			220 - 280

Menu Specifications

Menu: Please submit a gourmet, 5-course menu plus appetizer for consideration, with 1-2 beer styles suggested for each course. Breweries attending will choose the beers they pair with courses based on your suggestions. Any significant revisions to the dinner menu should be submitted by 5:00 pm Jan. 12, 2024.

Budget: \$65 per plate, inclusive of food and labor costs.

Catering Notes: We have a small kitchen to pull off an event of this size. Please feel free to contact us to learn more about our facilities and equipment, and dinner menu logistics. Service is banquet style. To serve a course to the entire dining room takes between 10 and 12 minutes. Kitchen, plating crew and front of house manager are in constant communication. Food should be gourmet in preparation and appearance, but should be quick to plate. 10 four-ounce craft beer samples will be served during dinner, including two reception beers. The entire dinner experience should take about 2.5 - 3 hours.

Appetizer - On the table when guests arrive. Cold or room temperature preferred. Festival seating, so it's a good idea to have a few extra plates in case a few servings disappear before everyone is seated. Served with a reception beer that guests pick up on their way to find seats. A second reception beer is served when everyone is seated.

First - Soon after seating, the first of two beer pairings for the first course will be served. Servers will then set down the first course, and then immediately serve the second beer.

Second- Servers will pour a beer sample prior to the second course, then will serve the second course. A second beer will be served after the plates are down. Timing is fast between the first three courses, the main issue is usually pouring the beer fast enough.

Third – We'll serve the third course beer, and then immediately move to serving food. Same drill.

Fourth - Usually the Main Course. Here the dining room will take a little breath, while the kitchen is plating the main course. People will have had enough food and beer to be happy and convivial. The pause, however, should be fairly brief so as to keep the evening moving along -- Do yourself a favor and don't try to cook the Main during the event. You'll be cursing our tiny kitchen and it will take a long time to get 275 dinners plated and served. The goal is to feed the entire dining room as close to the same time as humanly possible.

Fifth - A sweet. There will be a beer pairing. Dessert is followed by a final toast.

Services Provided by Caterer

- Caterer provides kitchen staff, including prep, expediting, dishwasher, and cleanup crew; caterer will set up kitchen and green room for service; and after the dinner is responsible for clean up of all event kitchenware, dishes and glassware; cleaning/mopping of all kitchen and green room surfaces by 5 p.m. May 28.
- Caterer leads plating of all courses, supervising plating volunteers. Caterer coordinates with floor crew on timing of courses.
- Total Budget: \$65/plate up to 280 plates, inclusive of all food and kitchen labor and required cleanup costs, and other associated costs. Caterer will get the final number of dinners by 5:00 pm May 10. Please factor in small overage to account for accidents during cooking, plating or serving.
- Caterer has access to SEAK Fair's and store accounts if required. **All receipts must be submitted to the Fair office no later than May 28, 2024 and will be deducted from Caterer's final payment.**
- Caterer submits a final menu for online publication no later than February 23, 2024 (one week prior to the start of online ticket sales). Minor adjustments may be made after publication of the menu if necessary.

Provided by Southeast Alaska State Fair

- SEAK Fair will solicit Beer Pairings from attending breweries
- SEAK Fair is responsible for a clean kitchen upon caterer’s arrival; dining room set up and cleanup; linens; food service; beer service; permits, garbage and recycling disposal.
 - Also: Ticket sales; decoration; printing menus; place settings; A/V equipment; event admission; hosts; alcohol permits.
- SEAK Fair provides all tableware: plates, silverware, glasses, etc.
- SEAK Fair provides experienced front of house service staff (volunteers)
- Upon request, SEAK Fair can provide 6-8 person volunteer plating crew, to be directed by caterer or their designee; also upon request, SEAK Fair can provide caterer with contact information for experienced local staff for hire, such as dishwashers or prep cooks.
- Final guest numbers will be submitted to the caterer by May 10, 2024, or later with caterer approval.
- Payment will be by check by 5:00 pm Friday, May 31 or in a timely manner after all receipts have been received by the Fair office, and the caterer has fulfilled all contract obligations. W-9 required; taxes not withheld.

Caterer

Date

Southeast Alaska State Fair Representative

Date