

GENERAL INFORMATION

ESTIMATED SUMMARY OF CHARGES

Sample menu prices are based upon a minimum of 50 guests. Please add the following percentages for less than 50 guests:

- » 49 – 35 guests please add 20%
- » 34 – 20 guests please add 30%

Food

See estimated menu pricing

Beverage

See beverage option pricing

Rentals

Prices includes all serving pieces (linens are additional)

Audio Visual & Specialty Rental

These items are available directly through the Missouri History Museum for an additional charge.

Room Rental Fee

A room rental charge is additional & is based on a 4 hour event.

- Sunday – Thursday: \$400
- Friday & Saturday: \$600

Service & Service Charge

Wait staff and front of house labor billed at a rate of \$35 per hour. All labor has a 4 hour minimum.

COCKTAIL RECEPTION \$10 - \$11 per guest

BUFFET DINNER \$10 - \$11 per guest

SEATED DINNER \$12 - \$13 per guest

» All Service Estimates are based on a 4 hour event & include manager, wait staff & bartenders.

1. A 22% catering fee will be added to food and beverage totals to cover kitchen staff and food preparation. Creating a memorable and successful event requires incredible attention to detail. The 22% catering fee focuses on providing you with an exceptional experience from our sales, culinary, service and operations teams. Additionally the fee allows us to provide our clients with in house lines of quality rentals, fine china, unique glassware, serving pieces and responsible disposables at reasonable prices.

The catering fee & current sales tax will be applied to your final bill.

Gratuity is not included. Please refer to your sales manager for assistance.

Tax

Current applicable sales tax will be applied to final bill.

GENERAL GUIDELINES FOR CATERING

1. **The person making arrangements shall notify Bixby's of a final guest count at least 10 business days prior to your event date.**

Any additions to this count within 10 business days of your event will be subject to a 15% surcharge.

2. **Payment Schedule**

» The non-refundable facility rental deposit, signed contract & credit card information on file is required to hold your event date.

» A non-refundable payment of 50% of the estimated total is due 90 days prior to your event.

» Final & full payment is due 10 business days prior to your event date based on your guaranteed guest count.

In the event that your total cost exceeds the total estimate paid, the difference will be due & processed on the day of the event.

Failure to provide above payments will cause your catering contract to be void.

3. **We accept the following for payment: cash, money order, Visa, MasterCard and American Express. Personal checks are only accepted 14 days prior to event date.**

4. **All deposits are non-refundable.**

5. **The Bixby's Restaurant Manager should be made aware of all aspects of your event.**

Please allow our restaurant manager to coordinate all deliveries and pickups from outside vendors.

For example: entertainment, floral, bakery, etc.

6. **Outside food is prohibited, with the exception of wedding cakes provided by a licensed baker.**

We would be happy to customize your menu selections-please use these menus as a guide.

All menu prices are based on serving a minimum of 50 guests. Please see the pricing guide under general information.

 *Please consider the environment & recycle this menu*



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