



The Tamale Spaceship & Cantina Libre

TERMS OF POLICIES AND CONDITIONS

Guarantees: A guaranteed number of guests is required **ten (10) business days** prior to the event in order to secure and provide quality products/produce required for the function. After that time, the guarantee may be increased, but not decreased from the number given. The guest check for the event will be prepared based upon the guaranteed number of guests or the number of guests actually attending, whichever number is greater. If the client gives no guarantee, we will use the largest number of guests indicated on the invoice as a basis for the guarantee.

Payment Terms: For events and bookings that are 30 days or less, the full balance of the estimate will be issued via electronic invoice and due upon "Acceptance." For events and bookings that are more than 30 days out, a 50% deposit will be due upon estimate "Acceptance," with the remaining balance due seven (7) days before the event. It is our understanding that clients will be using a major credit for payment of all scheduled events and charges. Corporate and personal checks may be accepted with prior notice and approval.

Deposits and Cancellations: Upon acceptance of an Estimate, a **non-refundable** deposit of 50% is required. The amount of your received deposit will be applied towards the total cost of the event. In the event of a cancellation on behalf of The Tamale Spaceship, the full deposit and any applicable payments will be refunded within three (3) business days of cancellation notification.

Gratuity: Gratuity is not required or expected and is to the discretion of the client.

Taxes & Fees: A sales tax of 10.25% will be charged and paid for by client along with a 3% processing fee (if applicable). If you (client/customer) have Tax Exempt Status within the State of Illinois, a valid and current copy of your Illinois State Tax Exempt certificate must be provided at the time of booking in order to omit sales tax in your Estimate and Final Invoice.

Delivery: Within the City of Chicago, there is a \$250 minimum for a delivery order. For all drop-off orders without the food truck, a delivery fee will be applied based on the food and drink subtotal. Set-up may incur an additional charge. Disposables can be purchased at \$0.50 per person and includes plates, plasticware and napkins. Serving utensils and tent cards are included with every order.

Food Truck Rental: Packages to rent The Tamale Spaceship Food Truck begin at \$200 and includes two (2) hours of truck service with two (2) staff members. Additional hours can be purchased at the rate of \$100 per hour. For distances within 20 miles or less from 60608, there will be no charge for traveling. For distances that exceed 20 miles from 60608, each additional mile traveled to the event will be billed at a rate of \$5 per mile.

Full Service Catering & Rentals: The Tamale Spaceship now offers full-service catering options which include floor servers, rentals and other special services each at additional rates. Delivery fees apply. Professional servers can be provided at a hired rate of \$35.00 per hour with a minimum of four (4) hours. For more pricing on rentals, please send an email request to catering@thetamalespaceship.com.

Alcohol/BYOB: The Tamale Spaceship proudly offers both full bar service and BYOB packages. BYOB service can be purchased if the venue allows for outside alcoholic beverages to be brought into the event. Professional bartenders can be provided at a hired rate of \$35.00 per hour with a minimum of four (4) hours. For more information on the various packages please contact thecantinalibre@gmail.com.