

# WAR MEMORIAL STADIUM / AT&T FIELD

## CATERING SERVICES INFORMATION

### EVENT PLANNING

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- **Secure the date:** Events dates are subject to availability and secured with a deposit of at least \$150.00 or \$1.50 per anticipated guest (*i.e.*, 200 guests — \$300.00 deposit). Payment can be made by check or credit card.
- **Secure a catering menu** from the Stadium and select food choices.
- **An event contract** will be prepared and sent for approval and signature.
- **Full payment is due 72 hours in advance of the event.**

### EVENT COSTS

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*Event costs are based on:*

- 1. Cost of food:** Based on a price per person
- 2. Labor:** Servers are \$25.00 each per hour with a 4 hour minimum or at least \$100.00 each — this is based on the time the worker arrives until the time the worker leaves and includes set-up and clean-up. If the worker stays longer than 4 hours, the customer will be charged accordingly. Tipping is customary, but at the customer's discretion.
- 3. Rentals:** War Memorial Stadium/AT&T Field can arrange for any rentals of tables, chairs, linens dishes, etc. The cost is based on cost of rentals and delivery/set-up. If there is an item that the Stadium does not have or the customer requests, the stadium will rent and charge to the customer.



**WAR MEMORIAL STADIUM**

Little Rock

AT&T FIELD

**FOR MORE INFORMATION CONTACT:**

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