

June 25, 2019

This letter will serve to inform you of the recent changes to La Crosse Center (Center) catering policies as mandated by La Crosse Center Management, and set to go into effect on January 1, 2020 and July 1, 2020. Enclosed you will find the new rate card along with the La Crosse Center catering agreement for 2019-2020. This agreement must be signed and returned with copies of insurance, City of La Crosse Health Department license, and menus before July 1, 2019. After July 1, 2019 you will not be allowed to cater until the agreement is signed and the necessary paperwork is on file.

One of the two new items pertains to the service fee. **The Caterer must provide the Center with menus showing the 15% catering surcharge built into their prices.** Failure to provide the necessary documents will result in denial and/or suspension of your catering privileges at the Center. As of January 1st, 2020, the catering surcharge will increase to 20%, and must continue to be built into your prices with updated menus on file. Secondly, to streamline our customer service, we will restrict our choices of caterers to the ten currently on our catering list. For the period July 1, 2020 to June 30, 2021, the fee to remain on this list will be a \$500.00. Fees will apply annually and each caterer will be reviewed on an annual basis. Please provide links to your websites for promotional materials.

Please note that Pepsi is the official soft drink vendor for the Center. As such, only Pepsi products may be served or consumed at the Center. Soft drinks include not only soda, but also bottled water and energy drinks.

Thank you for your prompt attention in this matter and we look forward to a long and profitable relationship. Please do not hesitate to call us with any questions you may have.

Sincerely,
La Crosse Center

Dave Guepfer
Food and Beverage Manager
p: 608.789.7428
e: dguepfer@lacrossecenter.com

Kris Salzwedel
Operations/Sales Manager
p: 608.792.5250
e: ksalzwedel@lacrossecenter.com



8 June 2016

Please find enclosed a current copy of the La Crosse Center catering contract as well as the revised La Crosse Center rate sheet for kitchen equipment rental. Please sign the contract where indicated, and return with a copy of a La Crosse County Health department license, certificate of insurance, and menu inclusive of the Center's 15% catering surcharge no later than June 30, 2016. Please be advised that we request these documents from all caterers on an annual basis. Failure to submit ALL of the requested documents will constitute non-compliance with our requirements and will result in denial of catering privileges until full compliance has occurred.

Also, there are two items I would like to draw your attention to regarding catering at the La Crosse Center. The Center's Food and Beverage Director, Dave Guepfer should be contacted at 608.789.7428 to make arrangements for any kitchen equipment required from the Center. We ask that these requests be received no later than five business days prior to function. Use of the Center's kitchen and banquet equipment is on a first come, first serve basis and is subject to *availability*.

The La Crosse County Health Department is now requiring a separate license from caterers who use the La Crosse Center facilities to prepare food for an event. As a general rule, plating of food, reheating or holding hot will not require a license at the service location. Food preparation or cooking at the service location will require licensing at that location. Current license fee for a complex restaurant is \$500.00 annually. Please contact the La Crosse County Health department with any questions at 608.785.9872.

Please remit all necessary documents at your earliest convenience. If you have any questions, please contact me at the number listed below.

Best regards,

Michael Ferris
Sales/Marketing
608.789.7421

December 12, 2001

Please find enclosed the La Crosse Center catering contract and policies as well as a La Crosse Center rate sheet for kitchen equipment rental. There are three items in particular I would like to emphasize.

The first concerns menus and the 15% Center surcharge. We are requiring that all menu submissions to clients **include** the Center's 15% fee. This makes the process more streamlined and makes the sales process easier.

The second concerns the rental of La Crosse Center place settings: clients who require china, glassware, etc. will be directed to contact the caterer of their choice and the caterer will then contact the Center's Food and Beverage Director, Dave Guepfer, to make arrangements for the requested items. We ask that these requests be received no later than three business days prior to function. The caterer, and not the client, will be billed for these items.

Lastly, there will be some equipment and clean up fees assessed. These fees can be avoided if no equipment is used and the facility is returned to a clean and organized manner. The charge for using the Center's dishwasher is a flat fee of \$25.00 (not including tax.)

If you have any questions, please call me or one of the other people listed below.

Best regards,

Art Fahey
Director
La Crosse Center
608.789.7413

Sue Wieman
Business Manager
608.789.7411

Dave Guepfer
Food & Beverage Manager
608.789.7428