

September 15th, 2022

Dear Catering Team,

We hope this letter finds you well. The La Crosse Center is seeking catering partners to assist in the execution of the many events we will be hosting for the years 2023-2025.

Changes from our previous agreement:

- This agreement and contract is now for two (2) years.
- The La Crosse Center is now equipped with two fully equipped kitchens located in the new Riverside Ballroom, and South Hall. By signing with the La Crosse Center as a "Preferred Caterer" these spaces are available at no additional cost. The La Crosse Center will also provide warming boxes, coolers, freezers, shelving, carts, and other wares to assist with service. Use of deep fryers, ovens, mixers, will be accessed event by event for a fee, (Plates, glassware, silverware, etc. when available may be rented). Multi-day use of the kitchen areas will also be accessed for each event for a possible fee.
- Preferred caterers links and information will be included on our website, menus, and our digital advertising.
- Menu prices MUST include the La Crosse Center's twenty percent (20%) catering fee. This cannot be listed as an additional line item.

This agreement must be signed and returned no later than December 1st, 2022. We will also need a copy of your health license and insurance.

The La Crosse Center Board moved to approve a preferred list of caterers beginning Jan 1st, 2023. There will be an bi-annual fee of \$1000.00 to be on this list. Prior approval is required to be on this preferred caterer list. Please provide links to websites for promotional materials next year.

Please note that because of our soft drink contract with Pepsi, only Pepsi products may be served and/or consumed at the La Crosse Center. Soft drinks include not only soda, but also bottled water and energy drinks.

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

Sincerely,

Jay R Breier

La Crosse Center Food and Beverage

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