



BARTOLOTTA

CATERING & EVENTS

AT THE ITALIAN COMMUNITY CENTER

CONTRACT

Event Date: Monday, November 2, 2026

Event Name: CONTRACT - Central Count Election Event

Site: Bartolotta Catering & Events at The Italian Community Center

631 East Chicago Street

Milwaukee, WI 53202

Salesperson: Andrea Stageman

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CONTRACT - Central Count Election Event							
Date	Time	Location	Function	Est	Gte	Set	Room Rental
Monday, November 2, 2026	12:00 PM - 8:00 PM	Board Room / Conference Room 1 / Conference Room 2 / Conference Room 3 / Conference Room 4 / Festa Ballroom / Galleria / Grand Ballroom	Event Duration	250			\$5,000.00
Tuesday, November 3, 2026	6:00 AM - 1:00 AM	Board Room / Conference Room 1 / Conference Room 2 / Conference Room 3 / Conference Room 4 / Festa Ballroom / Galleria / Grand Ballroom	Event Duration	250			\$5,000.00
Wednesday, November 4, 2026	7:00 AM - 12:00 PM	Board Room / Conference Room 1 / Conference Room 2 / Conference Room 3 / Conference Room 4 / Festa Ballroom / Galleria / Grand Ballroom	Event Duration	250			\$5,000.00

Start Date	Start Time	Timeline Item	Description
10/02/2026	12:00pm	Menu Selections Due	Friday, October 2, 2026: All food and beverage selections must be finalized no later than 1 month prior to the event.
10/19/2026	12:00pm	Final Counts Due	Monday, October 19, 2026: Final guest count and details are due 2 weeks prior to the event by noon, including all dietary restrictions/allergies and seating arrangements. Any changes within 2 weeks are subject to approval and late-addition fees may apply.

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Food				
Service Details	Menu	Qty	Price	Total
	11/03/2026 / 6:00am / Grand Ballroom / Festa Ballroom / Galleria / Board Room / Conference Room 1 / Conference Room 2 / Conference Room 3 / Conference Room 4 / Event Duration FOOD AND BEVERAGE MINIMUM			
MENU	Food and Beverage Minimum Required Minimum Food and Beverage Spend to Use Venue. Client Menu Selections and Final Guest Count will determine the final cost of the event.	1	\$36,000.00	\$36,000.00

Setup and Service				
Service Details	Menu	Qty	Price	Total
	11/03/2026 / 6:00am / Grand Ballroom / Festa Ballroom / Galleria / Board Room / Conference Room 1 / Conference Room 2 / Conference Room 3 / Conference Room 4 / Event Duration ICC SET UP AND SERVICES			
EQUIP & A/V RENTAL	AV Vendor - TBD "Bartolotta" will contract AV from an outside vendor <i>Details and pricing TBD</i> Additional Equipment Vendor - TBD "Bartolotta" will contract any additional equipment beyond their inventory such as pipe and drape, floor stanchions, 6' tables, etc. from an outside vendor <i>Details and pricing TBD</i> BC Podium Signage should be 20"x20" if needed. A fee will be charged if damaged. <i>complimentary</i> Wi-Fi Login: Bartolotta Guest (NO password required) <i>complimentary</i> Easel (each)			
TABLES	Registration Table 65" Round Banquet Table High Top			
LINEN	90" White Banquet Tablecloth with Napkins <i>complimentary</i> BC Box Linen In black or white for vendor and display tables <i>available to rent</i> Linen Vendor - TBD "Bartolotta" will order special linen from an outside vendor <i>optional</i>		\$16.00	
MUSIC	To be advised Client to provide their own music			
COATS	Coat Racks Self serve <i>complimentary</i>			

Setup and Service				
Service Details	Menu	Qty	Price	Total
	11/03/2026 / 6:00am / Grand Ballroom / Festa Ballroom / Galleria / Board Room / Conference Room 1 / Conference Room 2 / Conference Room 3 / Conference Room 4 / Event Duration ICC SET UP AND SERVICES			
PARKING	Parking Enter parking lot at Jackson and Menomonee <i>complimentary</i> Parking Security Services Minimum of 5 hours at \$50 per hour for parking lot Security Services <i>optional</i>		\$50.00	
VENDOR INFORMATION	OUTSIDE RENTALS Outside Rentals, including but not limited to the following, are required to be ordered through Bartolotta Catering: Linens, Chair Covers, Chairs, Tables, Chargers, Lounge Furniture, China, Glassware, Silverware, Staging, and Lighting. OUTSIDE FOOD AND BEVERAGE PROHIBITED Outside Food and Beverage (unless provided by Bartolotta Catering or approved by Bartolotta Catering) is not permitted on venue grounds. Including prep room, event spaces, and outside patios/lawn. Any items and coolers seen or found will be confiscated by security or management and returned at the end of the event. Contact Bartolotta Catering to order any food and beverage needs.			
PAYMENT	Credit Card Convenience Fee A 3% credit card convenience fee will be applied for all charged amounts. No fee is charged if paid by cash, check, or wire.			

CHARGES			
	Charges	Service Charge	Total
Food	\$36,000.00	\$8,640.00	\$44,640.00
Room Rental	\$15,000.00	\$3,600.00	\$18,600.00
Totals	\$51,000.00	\$12,240.00	\$63,240.00
	Payments Received		\$0.00
	Balance Due		\$63,240.00

PAYMENT ARRANGEMENTS:

Deposit Due Date	Amount	Description
09/11/2025	\$15,300.00	Initial Deposit - 30% of the room rental and food and beverage minimum total is due upon signing the catering contract.
05/01/2026	\$22,950.00	Second Deposit - 45% of the room rental and food and beverage minimum total is due 6 months before your event.
07/31/2026	\$0.00	Third Deposit - 60% of the estimated remaining balance is due 90 days before your event. This includes estimates only for food & beverage items hosted on

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Deposit Due Date	Amount	Description
		consumption (actual amount TBD based on final usage).
10/19/2026	\$0.00	Final Deposit - The full remaining balance is due two (2) weeks prior to the event. This includes estimates only for food & beverage items hosted on consumption (actual amount TBD based on final usage).

FOOD & BEVERAGE MINIMUM:

\$36,000.00 food and beverage (does not include valet parking charges, rental charges, service charge or tax).

**FOOD AND BEVERAGE MINIMUM DOES NOT INCLUDE SERVICE CHARGE, TAX OR CASH BAR.
IF GROUP DOES NOT MEET THE FOOD AND BEVERAGE MINIMUM,
THE DIFFERENCE WILL BE ADDED TO YOUR BILL.**

CATERING AGREEMENT

This Agreement (CATERING AGREEMENT) entered into this day of 09/11/2025 by and between Bartolotta Catering & Events at The Italian Community Center ("BARTOLOTTA") located at 631 East Chicago Street. Milwaukee, WI 53202 and ("CLIENT").

WITNESSED: BARTOLOTTA and CLIENT in consideration of mutual promises hereby agree as follows:

1. The minimum food and beverage amount will be \$36,000.00, or as agreed to in a signed Banquet Event Order subsequent to the CATERING AGREEMENT. The minimum food and beverage amount excludes the above Event Space rental rates. Service Charges and applicable sales taxes are not included in the above stated Event Space rental rates and food and beverage minimum.
2. A 24% taxable service charge will be added by BARTOLOTTA to all food and beverage charges, Event Space, equipment rentals and services provided. Please note that Wisconsin sales tax is charged on all function costs.
3. Payments and Cancellation Policy: Once the CATERING AGREEMENT is signed, other clients and customers may be refused the Event Space and catering services for your event date and as such all payments are non-refundable. All services may be cancelled if received in writing by BARTOLOTTA no less than 30 days prior to the event. In the event the cancellation notice is received timely, CLIENT will not be obligated to pay the balance of the minimum food and beverage amount, unless CLIENT placed an order for a specialty item purchased specifically for the event. In such cases, CLIENT will be contractually bound to pay the balance due on any special order.

The following payments are based on the total of the Event Space rental rates and the food and beverage minimum:

- a. Final bill net of the above deposits or prior payments are due 10 business days prior to the event. BARTOLOTTA requires a credit card on file for the final bill.
- b. A check will be mailed within two weeks of the event should any refund be due to the Client, or will be credited on the CLIENT's credit card.
- c. Should the event be cancelled due to no fault of BARTOLOTTA or if the CATERING AGREEMENT is cancelled for untimely payment, the deposit and payments will be forfeited by CLIENT.

Deposit payments may be made by cash, cashier's check, EFT, wire, MasterCard, Visa, American Express or Discover. Please make cashier checks payable to Bartolotta Catering & Events. Bartolotta Gift cards are not redeemable as payment for this event.

TRIGGER DATE	NON REFUNDABLE AMOUNT
Signing of Contract & Initial Deposit	30% of F&B + Room Rental
6 Months Prior to event	45% F&B + Room Rental
3 Months Prior to event	60% of Estimated Total Balance Due
10 Days Prior to event	Balance (based on final guest count and other adjustment)

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Deposit Terms and Payment Schedule

The total deposit amount for your event is divided into four separate deposits. The first and second deposits are based on the combined room rental and food & beverage minimum, while the third and fourth deposits are based on the estimated balance, which will be adjusted based on your final selections and guest counts.

First Deposit:

Due upon contract signing/booking of the event.

Amount: **30%** of the combined room rental and food & beverage minimum.

Second Deposit:

Due **6 months prior** to the event.

Amount: **45%** of the combined room rental and food & beverage minimum.

(This brings the total paid to **75%** of the room rental and food & beverage minimum.)

Third Deposit:

Due **3 months prior** to the event

Amount: **60%** of your estimated balance.

(This amount will be adjusted later based on your final food & beverage choices and decor selections and guest count estimate)

Fourth Deposit/Final Payment:

Due **10 days prior** to the event.

Amount: Full remaining balance, based on final menu, decor selections, and confirmed guest count.

Should CLIENT fail to pay when due, any amount payable or any reimbursable costs for damages hereunder, such amount shall bear interest of 1.5% per month, and CLIENT shall pay BARTOLOTTA for all applicable costs including collection costs, court costs, and attorney's fees. The following table provides the general payment schedule.

Credit Card Convenience Fee. A 3% credit card convenience fee will be applied for all charged amounts. No fee is charged if paid by cash, check, EFT, or wire.

4. BARTOLOTTA shall set up the Event Space no later than 30 minutes before the start time of the event in the manner as mutually agreed upon with CLIENT. BARTOLOTTA reserves the right to charge for any last minute set up deviations to contracted event set up arrangements. BARTOLOTTA shall provide items found in ADDENDUM A at no additional cost (unless specified otherwise). Additional items and services will be provided on a rental fee basis. The additional items will be addressed and documented in a subsequently signed Banquet Event Order.

5. ADDENDUM A (TERMS & CONDITIONS) is an integral part of the CATERING AGREEMENT.

6. Additional Charges.

- Entrée Choice Fee \$3.00 per person
- Cake Cutting/Cupcake Fee = \$1.50 per person if applicable
- Audio Visual Equipment can be ordered through any AV company or provided by the client. If AV is ordered through Bartolotta Catering & Events at the Italian Community Center a service charge of 24% applies
- All outside rentals (linens, chairs, staging, etc.) must be ordered through Bartolotta Catering & Events at The Italian Community Center unless advanced approval is provided
- Complimentary Parking available on a first come first serve basis in our designated ICC Parking Lot excluding Summerfest and Festival dates.
- Bartender Fee (1 Bartender per 75 Guests is Required) = \$225/bartender if applicable.

Please sign, date and return the CATERING AGREEMENT (including ADDENDUM A) with deposit defined above to:

Bartolotta Catering & Events at The Italian Community Center

631 East Chicago Street

Milwaukee, WI 53202

ADDENDUM "A" TERMS & CONDITIONS

BARTOLOTTA's professional catering staff will assist in planning your forthcoming food and beverage function. The term and conditions as found in this ADDENDUM A are intended to provide a safe and enjoyable environment for CLIENT and guests.

Please advise your guests accordingly. The terms and conditions are subject to change. In the case of a question arises that is not addressed in these terms and conditions, BARTOLOTTA staff has final authority.

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In all circumstances, BARTOLOTTA reserves the right to review and approve at least two months in advance of the event, all activities to ensure they are in conformance with the image and objectives of BARTOLOTTA and the Event Space.

All printed materials for the event including invitations, programs, posters and other promotional wording must be submitted to BARTOLOTTA prior to materials being printed. BARTOLOTTA cannot be cited or listed as a sponsor or host of the event without prior written approval from the Director of Catering. CLIENT will be permitted to view its events set up in advance; provided, that such visit is approved and coordinated by the Director of Catering

GUEST GUARANTEE: At the time of reserving the Event Space, an approximate guest count is required. A guest guarantee is required TEN business days prior to the event. All charges will be based on this guest guarantee OR the actual number of guest attendance, whichever is greater. BARTOLOTTA is not responsible for service to more than 5% over the guest guarantee unless CLIENT receives the prior written approval of the Director of Catering. If a guarantee is not received within seven business days in advance of the event, BARTOLOTTA will utilize the guest count as originally estimated as the guaranteed number of guests and charge accordingly.

BASE AND INCREMENTAL SERVICES AND RENTAL ITEMS: The Event Space rental rates and food and beverage service fees include a base level of service and equipment availability for use by CLIENT and guests. However, BARTOLOTTA is able to offer the CLIENT additional services and equipment as requested by the CLIENT. The base and incremental services and equipment fees will be detailed in a subsequently signed Banquet Event Order.

RISK AND INDEMNIFICATION: CLIENT shall indemnify, defend and hold harmless BARTOLOTTA, its officers, employees, owners, affiliates, related business entities, agents and each of them against any and all actions or claims of the CLIENT's guests, invitees and agents and against any and all actions, claims or damages (including, but not limited to, loss of profits, consequential damages, costs, expenses and reasonable attorneys' fees) which in any way relate to or arise out of the event or the breach of this CATERING AGREEMENT, except to the extent such actions or claims arise out of the willful acts, omissions or negligence of BARTOLOTTA, its agents or employees.

CLIENT agrees that BARTOLOTTA does not assume liability for any damage or loss whatsoever. BARTOLOTTA is not responsible for lost or damaged property, including apparel left in the coat checkroom. BARTOLOTTA will not be liable for damage to, or loss of any audiovisual equipment or merchandise displayed or left anywhere in the Event Space or the BARTOLOTTA premises.

CLIENT agrees that BARTOLOTTA and its employees and agents shall not be liable to CLIENT for, and CLIENT shall waive, any claims, liabilities, expenses or damages to person or property sustained by CLIENT, its guests, invitees and agents, resulting from the condition of the Event Space or the BARTOLOTTA premises, or any equipment therein or appurtenances thereto, or resulting from any accident in or about the Event Space or the BARTOLOTTA premises, except to the extent finally judicially determined to have resulted primarily from the willful acts, omissions or negligence of BARTOLOTTA, its agents or employees.

LIMITATIONS OF LIABILITY: Performance of the CATERING AGREEMENT is contingent upon the ability of BARTOLOTTA to complete same and is subject to any cause beyond the reasonable control of BARTOLOTTA, including, but not limited to, fire, flood, disruption of transportation, public disasters, strikes, labor disputes, accidents, breakdown of electrical or other equipment, riots, war, any act of God, or any act of legal or governmental authority.

In no event shall BARTOLOTTA or its officers, employees, owners, affiliates, related business entities or agents be liable to CLIENT for any punitive, special, exemplary, incidental, consequential or other indirect loss or damage (including, but not limited to, loss of profits, loss of revenue and loss of use) that may arise out of or in connection with this CATERING AGREEMENT, including, but not limited to, damages or costs relating from the failure to provide the services regardless of whether such damages could have been foreseen, prevented or had been advised of.

Under no circumstances will the collective liability of BARTOLOTTA and its officers, employees, owners, affiliates, related business entities or agents for any damages incurred, ever exceed the costs of the contract paid or payable by CLIENT to BARTOLOTTA under this CATERING AGREEMENT regardless of the form of action, whether based on contract, tort, negligence, strict liability, product liability or otherwise.

DAMAGE OR THEFT OF PROPERTY: CLIENT agrees to be responsible for any damage or theft of property (including, but not limited to, repair or replacement of furniture, equipment and table accessories) in the Event Space or the BARTOLOTTA premises during the period of time the CLIENT, its guests, invitees, employees, independent contractors or other agents, who are under the CLIENT'S control, or the control of any independent contractor hired by the CLIENT, are on the BARTOLOTTA premises. BARTOLOTTA will notify CLIENT within 48 hours of the event if property damage or missing items are discovered. BARTOLOTTA will bill or charge CLIENT, or charge the credit card on account with it, for any damage or theft of property. Damage to property includes but is not limited to any excessive cleaning after the event. Any damage to the BARTOLOTTA premises will also be charged to the CLIENT.

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STORAGE: BARTOLOTTA will not accept any items or goods unless prior arrangements have been made with the Director of Catering. CLIENT agrees that BARTOLOTTA does not assume any responsibility for the security and safety of approved delivered items or goods prior to an event and neither BARTOLOTTA nor its staff shall be liable for any loss, damage or injury of such property.

FOOD & BEVERAGE: The following food and beverage rules are in place to ensure proper food and beverage safety as well as local municipal law compliance:

- a. All menus must be selected and confirmed a minimum of 60 days in advance of the first function.
- b. All beverages, alcoholic and nonalcoholic, must be provided by BARTOLOTTA and served by its staff. A Corkage fee to bring in wine, beer, or non-alcoholic beverages, is prohibited by Wisconsin State Law.
- c. Wisconsin law provides that it is unlawful to serve alcohol to any person under 21 years of age, or permit any person under 21 to consume alcohol on the BARTOLOTTA premises. CLIENT is responsible for controlling consumption by minors and BARTOLOTTA will not be responsible in the event alcohol is served to a minor.
- d. BARTOLOTTA reserves the right to refuse to serve any person that it believes is under the influence of alcohol or unlawful substances, or to request that such person leave the premises.
- e. Alcoholic beverages and glassware may not be taken out of the designated Event Space.
- f. BARTOLOTTA reserves the right to deny or discontinue serving alcohol inside or outside, as its staff deem appropriate.
- g. BARTOLOTTA will not accept responsibility for any property damage or bodily injury resulting from any act or omission on the part of CLIENT, its guests or invitees due to alcohol consumption.
- h. The prices quoted herein for functions which take place within 90 days after the date of execution of CATERING AGREEMENT are firm, any function taking place after 90 days may be subject to an increase.
- i. No food or beverage of any kind will be permitted to be brought on the premises by the CLIENT, its guests or invitees, without prior consent of BARTOLOTTA.
- j. No food or beverage is permitted on the dance floor.
- k. Due to city health regulations, CLIENT, its guests or invitees, may not remove any Bartolotta Catering food items from the Event Space or the BARTOLOTTA premises. BARTOLOTTA will not be held responsible for food items removed without its knowledge or its prior written consent.
- l. No shots are allowed at all bars or catered functions.

SAFETY: the following rules apply to ensure a safe and enjoyable event for CLIENT, guests and BARTOLOTTA employees:

- a. SMOKING IS PROHIBITED inside the Event Space or the BARTOLOTTA premises. Smoking is only permissible in the specifically marked areas outside of buildings, if any. An additional charge will be assessed for clean up if cigarettes are thrown on walkways.
- b. Helium Balloons, personalized directional signs, smoke machines, confetti, glitter, rice or birdseed are not allowed. CLIENT or its agents may not use nails, staples, tape or tacks on any woodwork, wall surface, floor or furniture in the Event Space or the BARTOLOTTA premises without the express consent of the Director of Catering.
- c. Candles may be used only if the flame is contained in a votive or hurricane. Pyrotechnics, sparkles, torches or other items generating a flame are expressly prohibited inside or outside the Event Space or the BARTOLOTTA premises.
- d. Only BARTOLOTTA staff is allowed to move furniture. No rearrangement of furniture by BARTOLOTTA shall be expected after setup is complete. CLIENT and guests are not allowed to prop open building exit doors (regular or emergency) at any time.
- e. Fire safety laws require limits on the number of people allowed in the Event Space. For the safety of the CLIENT and guests, exceeding the designated number people will not be permitted.
- f. BARTOLOTTA reserves the right to deny the use or continued use of the Event Space to any person, organization or corporation not complying with BARTOLOTTA's policies and procedures or of any other reason permitted by law.
- g. The CATERING AGREEMENT and ADDENDUM A are subject to all local municipal and county ordinances. CLIENT's event may be cancelled at the discretion of local law enforcement authorities if local municipal and county ordinances are violated, or

when public safety is threatened. Cancellation under such conditions will result in CLIENT's forfeiture of all deposits and payments made.

- h. Unless approved in writing by the Director of Catering, no pets (inclusive of fish) or other dead or living animals or creatures are allowed in the Event Space or the BARTOLOTTA premises.

MUSIC: Unless approved by BARTOLOTTA prior to the event:

- a. BARTOLOTTA reserves the right at its sole discretion to approve the use of the musical groups and the location thereof. All music must be approved in advance.
- b. BARTOLOTTA will control the volume of all sound equipment in and outside the Event Space premises. No exceptionally loud music is permitted.
- c. No amplified music or vocals are allowed outside of the Event Space.
- d. Vocal performers and musicians should provide their own sound and amplification systems. It is recommended that the Band or DJ perform a site inspection to ensure that proper electrical service is available.
- e. Smoke machines are not permitted.

END OF THE EVENT: Any entertainment must end upon mutual agreement in advance between CLIENT and BARTOLOTTA. All of CLIENT's or guest's set up, decorations or other property must be removed from the Event Space or BARTOLOTTA premises by the CLIENT at the end of the event. All vendors must complete tear down and vacate building within one hour after the end of the event. Any items not removed at the end of the event will be discarded by noon on the following day.

VENDORS: BARTOLOTTA must approve all outside vendors and related activities. Vendors may be required to provide a Certificate of Insurance and are expected to comply with BARTOLOTTA Catering Procedures. Detailed on site vendor plans must be provided to and approved by BARTOLOTTA. CLIENT's vendors must provide and set up their own equipment in areas and during times designated by BARTOLOTTA. All vendors are required to use the designated loading and unloading areas for their equipment. Unattended vehicles at the loading dock are not permitted at any time. Using public access doors for loading and unloading while the facility is open to the public is not permitted. All outside vendors must park in the designated parking area after unloading their equipment. Vehicle lights must be turned off while loading and unloading in the dock area during dark time hours.

GUEST TRANSPORTATION: CLIENT is to advise all guests and bus, trolley and limousine drivers that they may only drop off and pick up guests in the designated areas as detailed in the Banquet Event Order.

COMPLIANCE WITH LAWS AND LICENCES: No activities in violation of federal, state, local laws, ordinances, rules and regulations shall be permitted in the Event Space or the BARTOLOTTA premises. CLIENT shall be responsible while under the terms and period of this CATERING AGREEMENT to enforce this provision. CLIENT shall obtain all permits and licenses required by the laws, ordinances, rules and regulations referenced above for CLIENT's event.

The CATERING AGREEMENT and ADDENDUM A are made in the State of Wisconsin and shall be construed and enforces in accordance to its laws. The CATERING AGREEMENT, ADDENDUM A and the Banquet Event Order constitute the entire agreement between the parties and may not be modified or amended except in writing signed by both the CLIENT and BARTOLOTTA

AGREEMENT ACCEPTANCE

The undersigned acknowledges that they have read and understand the CATERING AGREEMENT and ADDENDUM A and all of its pages. CLIENT's signature acknowledges, accepts and agrees to be bound by and comply with all terms and conditions covered in ADDENDUM A.

_____ Print Name (CLIENT)	_____ Signature	_____ Date
_____ Print Name (CLIENT)	_____ Signature	_____ Date
_____ Bartolotta Representative	_____ Signature	_____ Date

