

AGENDA PLACEMENT FORM

(Submission Deadline – Monday, 5:00 PM before Regular Court Meetings)

Date: _____

Meeting Date: 11/27/2023

Submitted By: County Judge's Office

Department: Personnel Department

Signature of Elected Official/Department Head:

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| <p>Court Decision: This section to be completed by County Judge's Office</p> |
| <p>COMMISSIONERS COURT</p> <p>NOV 27 2023</p> <p>Approved</p> |

Description:

Discuss and Take Any Appropriate Action Necessary to Implement the Annual Johnson County Christmas Party to be Held on Friday, December 8, 2023- Personnel Department

Treasurer to cut a live check to pay Roscoes the night of Party for 10,000-

(May attach additional sheets if necessary)

Person to Present: Randy Gillespie

(Presenter must be present for the item unless the item is on the Consent Agenda)

Supporting Documentation: (check one) PUBLIC CONFIDENTIAL

(PUBLIC documentation may be made available to the public prior to the Meeting)

Estimated Length of Presentation: _____ minutes

Session Requested: (check one)

Action Item Consent Workshop Executive Other _____

Check All Departments That Have Been Notified:

County Attorney IT Purchasing Auditor
 Personnel Public Works Facilities Management

Other Department/Official (list) _____

Please List All External Persons Who Need a Copy of Signed Documents In Your Submission Email

Roscoe's Smokehouse Catering Agreement

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|---------------------|--------------------------------|--------------------|---------|
| Event | Johnson County Christmas Party | Guests | 625 |
| Contact Name | Lacy Bruton | Date | 12/8/23 |
| Venue | Cleburne High School | Serve Time | 7:00 PM |
| Address | 850 N Nolan River Rd, Cleburne | Arrive Time | 6:30 PM |

WHAT YOU GET!

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|-----------------------------|--|---------------------|
| Basic Catering | All-you-can-eat sliced brisket, pulled pork, smoked chicken breast, smoked sausage, potato salad, coleslaw, BBQ pinto beans, iced tea, sweet tea, relishes, bread, and disposable cutlery, plates and cups, and ice. | \$ 14.00 |
| Desserts | Peach Cobbler and Banana Pudding | \$ 2.00 |
| Total per person | | \$ 16.00 |
| Total price | | \$ 10,000.00 |
| Tax | TAX EXEMPT | |
| Total price with Tax | | \$ 10,000.00 |

What you need to Know!

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| Payment | Payment for your event is due the day of the event and we do not require a deposit. If you wish to pay with a credit card then what we typically do is have a member of the catering crew that will be catering your event call a few hours before they head your way to get the credit card number. They then run the card at the restaurant before they leave and bring the receipt to the event for a signature. If you prefer not to be bothered with payment info on the day of your event then we can take the card information early and we will not run the card until the day of the catering. If you prefer to pay with cash then we will send a cash receipt with the caterers to bring with them. |
| Guest count | Final Guest Count is due two (2) days prior to the event date. |
| Party crashers | If extra people show up, DON'T PANIC, we bring a lot of food and should be able to handle an extra 10% to 20% with no problem. We will add the additional guests to the total head count and charge accordingly. |
| No shows | If fewer guests attend than expected, Roscoe's will discount the bill no more than 10% of the total original guest count. For example, if 100 guests are expected, and 60 actually attend, we would have to charge for a minimum of 90 guests to cover our food and labor costs. |
| Payment Method | Roscoe's accepts cash payments, business checks, or credit cards. Payments by personal check are due seven business days before the event date. |
| Tips | Gratuity is not included in the catering price but is appreciated. If you would like to add a tip, 10% to 20% of the total price is common. Any gratuity will go directly to the service staff. |
| Left Overs | Because of the all-you-can-eat nature of our caterings, Roscoe's brings a large amount of extra food to every event. We will leave a sizable amount of leftovers at every catering, but bring most of the extra food with us when we leave. To be clear, the client is paying for 1 hour of all-you-can-eat service, not for all the food we bring. |
| Serve Time | Roscoe's agrees to serve for approximately one hour. Our goal is to get all customers through the line in 30 minutes, and have an additional 30 minutes for guests to get seconds and thirds. Additional serve time will be billed at \$50 per hour to cover our costs. Your event is important to us and we will NEVER stop service before your guests are served and happy. |
| Service Type | Roscoe's catering is self-serve buffet-style, meaning that your guests will go through the line and fill their palates with whatever they would like. We do not provide table service or bus tables. We send out a catering team to set up the buffet line/lines (we provide the tables for the serving line), slice the meats fresh on site, tend to and maintain the buffet line with fresh hot food during the hour of service, and then tear down the buffet line at the end of service and get out of the way. |
| Cancellation | Roscoe's requires two (2) days of notice for any cancellation. If cancelled less than 48 hours before the event date and time, we reserve the right to charge the Total price described above. |
| Space Required | Ideally, we would like a 10' by 20' area for every line. If space is a concern, please let us know ahead of time and we will adapt to what is available. |

Notes and Special Instructions