

Proratas!

Some helpful guidelines...

1. Please make sure that everything is LEGIBLE, we would prefer typed forms so that there is no guessing on our part.
2. There are 2 types of prorata sheets, one for charges, and one for cash. If a member would like to receive a member's discount they must provide all 16 digits regardless.
3. Prorata sheets must be turned in 48 hours prior to function date. You may turn in the day of however, but no later than that. If there are any last minute additions, (which there always are!) individuals or POC must come to the catering office to amend contract, then pay cashier and provide catering representative with receipt so that a copy can be made.
4. All fields must be filled out correctly and in their entirety. This includes **ALL 16 digits** of card number and the **expiration date**. We will not look up credit card numbers. A temporary Club Card number cannot be charged. POC needs to get all of this information **BEFORE** the sheets are turned in. Incomplete sheets will not be accepted. Also, please remember to put the function name, date and party contract number.
5. For members who would like to pay by cash and still receive their members discount must provide **ALL 16 digits** of their club card.
6. On the charge sheets members may pay with a different credit card and still receive discount, but they must provide all 16 digits in the first column and the full credit card to be charged in the second column as well as expiration date of card to be charged.
7. Write only in the boxes or spaces provided, please do not add on a name at the bottom outside of the boxes, start another sheet. If possible please consolidate as much as possible.
8. We need signatures of every person that is paying by credit card. In the event of an audit this is mandatory. If there are unsigned spaces, POC becomes responsible for those charges.
9. Checks should not be made payable to the Gateway Club, they should be made payable to the organization or person hosting the function. POC will then in turn write one check to the club.
10. Please do not make your own sheets; we will not accept any other versions.
11. Please enter the amount of the meal **with service charge**. We cannot give change or credit to each individual. If you do round up you need to make your guests aware of the actual cost. You can round for sanity i.e. \$13.44 can be rounded to \$13.50.
12. If any charges are rejected or returned for whatever reason, the POC, not the catering representative is responsible for contacting individuals to obtain payment. When individuals come in to pay rejected charges they must first come to the catering office. If the rejected charges are not paid by 48 hours after notification of rejected charges has been given to the POC the remaining amount **WILL BE CHARGED TO THE CARD ON FILE**.
13. A great idea that would help tremendously would be a cover sheet with the following information:
 - Total number of Club Card Members attending the function that will be utilizing their member discount.
 - Total number of attendees.
 - Total amount of money turned in.
 - Total amount of charges

These may read like stereo instructions, so please feel free to ask us for clarification. Thank you!!