



POLICIES AND BOOKING CONTRACTS

DEPOSITS AND PAYMENTS

We require a 50% deposit on the estimated total of your proposed event, and once both parties are in agreement of said proposal. The remainder of the total is to be paid within 7 days following your event. If invoice is not paid, an interest rate of 1.5% will accrue daily until paid in full. Please keep in mind any additional charges may incur due to the specialized nature of catering, i.e., additional rentals, equipment, labor, etc. We will do our best to provide you with an estimated total prior to the event, and will reconcile any additional charges at the time of final payment. The bill will reflect, accordingly, any changes made to location, menu, guest count, staffing needs and changes in the weather that affect the event and the necessities thereof.

GUEST COUNT

Please provide us with an approximate guest count at the time of your proposal, and an accurate count two weeks prior to the date of your event. If the guest count of your event decreases after this two week time line, the food cost per guest will increase, or the price will reflect the count given at the two week deadline, whichever is greater.

SERVICE, LABOR AND RENTALS

Wait staff required pay rate is \$18.00-\$20.00 per hour.

Bar staff required pay rate is \$20.00 per hour.

Chef required pay rate is \$20.00 per hour and assistant/sous chef fee is \$18.00 per hour.

Labor costs and estimates are based on the time the employee clocks in and clocks out; to include the set-up prior to the event, the event itself, and the break-down of event. The labor cost for the chef will include time spent on food preparation, as well as the event. It is in your best interest to provide us with as accurate of a time line as possible in order to properly staff and price your labor.

TRAVEL

Events 15 miles outside the Lakewood area will be subject to a \$.75 per mile roundtrip fee. This is subject to change due to the fluctuation of the gasoline/oil market. Any event requiring the use of our panel truck as it pertains to the above will be subject to \$1.00 per mile roundtrip fee.

EQUIPMENT RENTAL

Any items that are required to meet the demands of the event will be itemized and priced accordingly, and listed on your bill. These are to include: tables, chairs, linens, china, stemware, flatware, chafing dishes, tents, etc. Please inform us of any changes in necessity of these items as they pertain to your event, at the two week deadline before the date of your event, so we can best accommodate your needs and re-calculate your bill. There is also a breakage fee of replacement value on items damaged or broken while in the custody of the client. A delivery and set up fee for tables and chairs will be charged based on location and party size.

SEASONAL ADJUSTMENT

Food prices are subject to the fluctuation of the market and seasonal availability.

GRATUITIES

An 18% gratuity will automatically be charged on your final bill, and parties of 50 or less will be charged 20%.

BEVERAGE SERVICE

All alcoholic beverages must be provided by an outside source, but we will be more than happy to staff these services with a bartender at \$20.00 an hour. A 'Soft Bar' is also available at \$1.50 per guest, and is to include at the clients' discretion any or all of the following: coffee, tea, soft drinks, lemonade, juices, iced tea, bar garnish, and barware accessories.

CANCELLATIONS

Cancellations within 60 days' notice will receive a refund to total half of the deposit, and any pre-paid amounts, not to include any non-refundable special orders. Cancellations received less than 60 days prior will not receive a refund on the deposit, and will subject to accrued charges incurred such as food, labor cost, non-returnable items such as rentals and equipment if they so apply, and any other special orders.