

CATERING POLICIES PART 1

DELIVERY AND SETUP CHARGES

**Additional charges may apply for deliveries outside the local delivery area
A Catered Affair will assess each event and determine the number of deliveries and
service personnel needed.**

Monday- Friday 8AM to 5PM

\$45.00

Saturday- Sunday 8AM to 5PM

\$65.00

Monday-Sunday Before 8AM and after 5PM

Starting at \$75.00

Deliveries over 75 guests

\$20 additional

SERVICE PERSONNEL

For Events that require service personnel, service personnel is charged on the following:

Buffet attendants and service personnel: \$20 per hour with a minimum of 6 hours

Bartenders: \$25 per hour per bartender. We recommend one bartender per 175 guests.

**Bartenders arrive 1 hour before the event to setup the bar, serve for up to 4 hours and stay 1
hour after the bar closes to break down the bar. Bartending service does not include cups,
ice, bar equipment or bar mixers/garnishes. Those items can be purchased separately**

DEPOSITS, PAYMENTS AND FINAL GUEST COUNTS

**To book any event, a deposit must be made. Deposit amounts will depend on the type of
event, guest count and estimated cost. If the event is canceled by the client, the deposit is
non-refundable. Deposits can be transferred to a new event or rescheduled date.**

For weddings , final guest counts and payments must be made 14 days before the wedding

**For other events, final guest count and final payment is due 3 days before the event. After
this time, no changes can be made to the event details or menu**

**A Catered Affair will keep a credit card on file at the time of contract signing. All scheduled
payments will be billed to this credit card unless other payment arrangements have been
made at the time of signing.**

CATERING POLICIES PART 2

GENERAL POLICIES

- **When buffet attendants are hired, chafing dishes for hot food will be provided as well as buffet setup, attendance and breakdown.**
- **If disposable chafing dishes are needed, they will be billed per hot food item**
- **As a general rule, buffet lines are left open up to 30 minutes after the last guest has gone through for the first time**
- **All food leftover from the buffet will be packaged in bulk aluminum foil pans and left at the venue. A Catered Affair assumes no responsibility for leftovers once they have been packaged.**
- **A surcharge may be applied to the contracted cost for service at certain venues. That cost will be determined at the time of contract signing. Certain venues also require additional staffing, linen rentals, beverage charges and facility charges that will be determined at the time of contract signing.**
- **Gratuity/Service Charge- A Catered Affair does not require any service charges or gratuity. However, gratuity is greatly appreciated at the client's discretion.**
- **Delivery fees apply to all deliveries. Please see the delivery schedule for times and costs.**
- **For weddings, cake cutting and coffee service are included at no additional charge. Cake plates, forks and napkins are not provided but can be purchased for \$.50 per guest**