

Catered Creations, Inc.
Catering Information & Policy Sheet

Table Settings & Service

Dressy Casual (included)

This option includes all necessary basic disposable tableware. Disposables will be placed at the buffet. All food and beverages (*with the exception of ice water*) will be buffet style. Carafes of ice water will be on each guest table.

Cocktail Dress (\$3 per guest)

This option includes upscale disposable with a linen napkin placed at your guest tables. All food and beverages (with the exception of ice water) will be buffet style. Carafes of ice water will be on each guest table.

Black Tie (\$5 per guest)

This option includes complete china and linen napkins. Your guest tables will be set with your choice of our 3 china patterns. All food and beverages (with the exception of ice water) will be served buffet style. This is the option to choose if you want a more formal affair.

Add Salad Service (\$2 per guest)

Salad & dinner rolls will be served to your guests tableside.

Vintage China Service (add \$2 per place setting to any china package)

Perfect for your barn wedding! We set your tables with your beautiful eclectic vintage china and linen napkin.

Fees & Pricing Guidelines

All menu pricing is based on a minimum of 100 people, unless otherwise indicated. Please call for a quote for smaller groups. All prices are subject to change due to increase in product costs, fuel costs, taxes and currency valuations. Prices are guaranteed 60 days prior to your event date. Delivery charges may apply. Please add 20% operations fee to all events (with the exception of corporate drop off service). The operations fee covers such things as event staff, staff uniforms, basic buffet linens and décor, load in/load out of your food/items, vehicle maintenance and insurance, event insurance, wages paid to staff while traveling to and from your venue (local area), fuel costs, replacement costs of any missing, damaged or broken equipment, trash removal, cleaning up and putting away of all food/equipment upon return to our commissary etc. This fee is not a gratuity and not given to the staff as such. Gratuities are discretionary; they are not anticipated, but always appreciated by our staff. A Michigan state sales tax of 6% will be added to all invoice totals.

Guarantees

All catered events (with the exception of normal corporate drop off service) require a minimum guarantee no later than 10 business days in advance of event date. This is the minimum amount you will be billed for and may not be lowered. If the Sales Department receives no guarantee, then we will consider the estimated number indicated on the contract as the guaranteed number. Catered Creations will make every effort to accommodate increases in your guest count after final count is given. Last minute increases (less than 72 hours) will result in a 10% price increase for added guests.

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Labor

Up to 4 hours of onsite labor is included with most pricing for groups over 100 people. Labor is billed at \$20 per hour per server for all groups under 100 & any additional hours for groups over 100. Onsite labor begins when staff arrives at event site and ends when they leave.

Leftover Food

The Kent County Health Department recommends that no food be released to guests at a catered event. For this reason, the release of leftover food items will be determined at the conclusion of each event. Any foods that may be released to you must be handled in a serve safe manner. Catered Creations and its staff cannot be responsible for any food once it leaves our possession. You should always discard any perishables left out at room temperature for more than two hours!

Payment Terms

A non-refundable booking fee of \$250 will be required to reserve *Catered Creations, Inc.* services. This fee is in lieu of a price increase for 2016 and covers up to 2 tasting events, client meetings, unlimited emails/phone calls, venue site visits and fees, administrative fees and customized menu development with chef consultations when needed. One half of estimated balance is due 3 calendar months prior to your event date. Remaining balance is due ten (10) business days prior to the scheduled event. *Catered Creations, Inc* accepts personal checks up to ten (10) business days prior to your event date. After this date secured funds must be used. We accept cash, checks, money orders, debit/credit cards.