

OFF-SITE GENERAL INFORMATION AND CONTRACT TERMS

Menu Packages: Packages can be customized to include additional upgrades, or to eliminated options. Menu selection and signed contract are due 30 days before your event. Due to rising costs and exceptionally unpredictable financial impacts, Craft Catering reserves the right to adjust pricing with client approval until 30 days prior to the event. *All plated meals require a floor plan, meal selection chart, and seating place cards with meal indicators.

Guest Count/Payment Policy: Final guest count* must be guaranteed 14 days prior to the date of your function. The number charged is based on the function guarantee or the actual number in attendance, whatever is greater. If no final count is given, you will be billed for your highest estimated count as mentioned on contract. Final payment* is due three days prior to event, unless otherwise arranged. All credit card charges paid to Craft Catering will be subject to a 3% credit processing fee. A payment schedule is welcome, but not required. *Wedding policies require 21 days prior to the date for final guest count and 10 days prior for final payment.

Services, Fees and Sales Tax: A 6% sales tax will be added to your final invoice, including services rendered. A \$20 per hour, per person service charge will be assessed to events and level of service determined by head count, style of meal presentation, China processing required, and other service-related specifications. Service end-times vary by facility. Service start is estimated for 2-3 hours prior to an event. Staggering staff may also be appropriate. **No fees** will be applied for cake cutting and services, coffee pouring, passing appetizers, or any other basic services rendered. **Drayage:** A fee is applied to any off-site catering in order to cover expenses and supplies for a "prep area and kitchen" to be assembled in the venue or on the grounds of the event and travel fees for the staff. Fee is determined by the available resources and amenities on site, client needs, supplies and equipment needed to be packed, transported, unpacked, and returned to storage areas, etc. Average drayage fees for familiar venues is expected between \$175-250 (subject to change due to unpredictable fuel expenses). Any agreed upon items left at an event must be returned within 48 hours.

Bar Tending Services and Fees: Craft Catering is a licensed and certified Bar Tending Service and provides a one-day Host Liability Insurance Policy with a \$1 Million policy coverage. Our experienced and RAMP Certified bartenders will provide you with correspondence and planning prior to the event, including assistance with purchasing vendors and quantities. Our base fee of \$175.00 includes use of Liability Insurance Policy, all preparation planning, display tubs, ice for mixed drinks (does not include keg or cooler ice), mixing kits, bottle openers, and garnish preparation supplies (garnish not included). Tenders are staffed at a ratio of 1:60 guests, at a rate of \$25.00 per hour, and are paid both travel and preparation for event. No catering event is required to use our bar tending services; however, we cannot support, supply, serve, or clean up any bar areas we are not attending. NOTE: In accordance with PLCB Regulations (Section 35, i6.12) "no catered function may be held for more than five hours per day and must end by 12:00am."

Dessert: As part of all packages, we offer a coffee station after dinner. Dessert is not included in any packages; an extensive menu is available through our in-house bakery upon request. Clients may sub-contract or provide outside desserts: **no fees** will be assessed for providing dessert service of items not made by Craft Catering.

Children: Meals for children can be customized to include either a "Kids Meal" at \$15 per child of any age, or children are welcome to eat from the adult buffet at half price (for children ages 5-12) or at no charge (for children under 5).

Linens/Tents/Tables/Chairs/Serving and Dish Ware: All items that are not provided by a venue can be arranged as rentals and are available through a sub-contract, arranged by the Catering Coordinator. Rentals can vary according to head count, style of meal presentation, number of supplemental tables needed, venue provisions, etc. All estimates will be included in contract and can be altered according to the sub-contractor (AO Rent) agreement. Craft Catering may require a preparation tent with tables based on provisions at venue. Disposable dish ware and cutlery is available for purchase in a variety of shapes, colors, qualities, etc. Price estimates will be included in contract and can be altered up to one week prior to event.

Deposits: A *non-refundable* deposit is required at the time of booking to hold event date. This deposit is a flat rate of \$500.00. If Craft Catering works with our sub-contractor for rentals, a non-refundable 40% rental deposit may be added to deposit amount and detailed in the Estimated Bill of your contract.

Food Policy: Craft Catering will prepare the appropriate amount of food based on the final head count given for an event. Any left over food will remain the property of Craft Catering; *however*, leftover items may become property of the client if a waiver of responsible food handling is signed and dated before leaving the premises. Anyone who fails to sign a waiver may not retain any food, regardless of the number of guests in attendance. **No** food may be brought into any event by any outside caterers or by individuals without the consent and approval of Craft Catering.

Cancellation Policy: Any cancellation given notice 14 days prior to the event will not be refunded original deposit, and will be charged 15% of the Catering Contract total balance due. Any cancellation within one week* prior to the event is responsible for a full payment. Active Duty Military transfers will be honored on a case-by-case basis in gratitude for service. *Cancellation under 14 days to AO Rent will result in a full payment of Rental Agreement Subcontract amount. Weather or Covid Emergency Cancellation Courtesies: Any cancellation given notice between 5 days and 48 hours prior to the event will be charged a "Perishable Food Fee," applying to any food ordered that can not be frozen. No linen fees, freezable foods, or service will be charged. Any cancellation after 48 hours prior to the event is responsible for a full payment.

Contract Terms: Client understands that Craft Catering is not responsible for any venue or premises issues and agrees to details set forth according to agreement for delivery of food, services, and supplies related to food service. Client is guaranteed Craft Catering, AO Rent subcontract where applicable, and services on the venue premises upon receipt of deposit. We do accept credit cards with a 3% processing fee added.

I have read the above Sales/Catering contract and General Information provided and any subsequent AO Rent agreement and I agree to the terms and conditions of this and any subsequent contract I may sign.

Client Signature(s): _____
Date _____