

## **Catering Guidelines and Policies**

The Catering Co. believes that flexibility is the key to the success of your catered event. We do, however, request that you follow these guidelines to insure your satisfaction and the success of your event.

- If split entrees are ordered, it is necessary to have some visual means of identifying the guest's choice of entrees (i.e. place cards & floor plans).
- The Catering Co. will make every effort to accommodate special dietary requirements. Please make arrangements for this during your initial event planning to insure your guests' satisfaction.
- Additional charges may be levied for add on linen service required for gift tables, registration tables, add on guest seating or tables required by entertainers or special activities.
- If pre-set meal services are requested, TCCO will provide the guest count of meals as pre-set, any additional place settings or food services over and above your guest count will incur additional fees.
- The Catering Co. is not responsible for left over food items taken by guests for use after contracted event, or for special menu preparations requiring raw ingredients. Bacteria can grow in food that is not kept properly chilled or heated, and The Catering Co. discourages its customers from allowing guests to take food home from events.
- An insurance liability statement must be provided for events providing bar services. This requirement is waived if the event is held at a licensed venue. (i.e.: Meijer Botanical Gardens, Van Andel Museum Center)
- Additional service fees may be assessed for events requiring early set up and staff arrival or for events starting 45 minutes later than contracted. The Catering Co. cannot be held responsible for food quality due to delays of 45 or more minutes later than scheduled start time.
- The Catering Co. cannot be held responsible missing items such as: personal knives, champagne flutes, cake parts or any property provided by outside parties.
- Photographs of events and guests may be featured in print publications or in our online catalog.

## **Additional Pricing**

\*Auxiliary tables (bridal table, cake table, gift table, name card table, registration table, DJ table...etc.) The Catering Co. will cover them with linen and a skirt.

**\$20.00 per table**

\*Cake cutting charges (Includes the china plate, dessert fork, and the serving of the cake. The Catering Co. cannot be held responsible for missing cake parts.

\*boxes for additional cake MUST be provided by the bakery.

**\$1.50 per person**

\*Table numbers and stands (Silver stanchion 12" tall and white table cards with black numbers.)

**\$1.50 per table**

\*Table overlays (for guest seating tables)

**Prices range depending on type of covering..**

\*Dual entrees (two entrees per plate) add 25% to the cost of the higher priced entrée.

**Prices range depending on entrees.**

\*Cocktail reception & additional guest seating table linen.

**\$10.00 per standard linen**

**Items included with dinner prices**

**All china, flatware, glassware, guest seating linen charges (for dinners only) are reflected in the menu price.**

## Catering Contract

Thank you for considering The Catering Co. for your upcoming event. A signed contract with your deposit is needed to confirm your decision to use our services.

- Final menu selections and final guest counts are required one week prior to the event.
- A signed contract and a deposit of 25% of total quoted services is required to reserve your event date. In addition, a valid credit card number is required. A second payment of twenty-five (25) percent of the total quoted services will be billed to the card 30-days prior to the day of the event, unless other arrangements have been made. The remaining balance is due the day prior to your event unless other payment arrangements are made.
- The customer will be responsible for all-legal fees and costs incurred by The Catering Co. for collection of unpaid balances if the invoice is not paid when due. In addition, a service fee of 1 ½% will be added to the past due invoice each month. Deposits will be refunded if the event is cancelled. A \$200.00 processing fee will be charged.
- Bar services are arranged through The Catering Co. with a third party provider. A 50% deposit, separate from any provided for food service, is required. Final payment for bar services is due with in 10 days of event.
- All prices are subject to a 20% service charge and applicable State of Michigan sales tax.
- Prices quoted are subject to change up to 90-days prior to your event.
- **Due to increased credit card expenses, credit card purchases greater than \$500.00 will be subject to a 3.5% service charge.**
- Food quotes are based on the final guest count (one week prior to event). The average adult portion varies with Hors D' Oeuvres buffets, plated and buffet dinners, as well as dessert buffets.
- Children's portions are available for children 12 years or under.
- It is your responsibility to inform The Catering Co. of any guest(s) who might partake of more than their allotted portion.
- All buffet dinners are served by the staff of The Catering Co. to insure professional presentation of the menu selections and to insure consistency in portion sizes. Clients choosing to provide a self-service buffet will receive a \$1.50 per guest price reduction. In cases of self-service buffets. The Catering Co. cannot guarantee that all guests will have all menu selections available to them and The Catering Co. is not responsible for shortages of menu selections resulting from self-service.