

# Catering Policy

To ensure the highest quality service and proper planning, we kindly ask all clients to review and adhere to the following catering policy:

1.

## Advance Notice Requirement

All catering orders must be placed 6 to 8 weeks in advance of the event date. This allows us adequate time to coordinate staffing, menu preparation, and sourcing of ingredients.

2.

## Deposit Policy

A 50% non-refundable deposit is required at the time of booking to confirm and fulfill your order. The remaining balance is due no later than 14 days prior to the event.

3.

#### **Rush Orders**

Orders placed with less than 6 weeks' notice will be considered a rush order and are subject to a 25% surcharge, applied in addition to the required 50% deposit. Rush orders are accepted based on availability and feasibility. Orders 4 weeks or less must be paid in full.

4.

## Additional Charges

Food Costs and Labor Fees (including setup, service, and cleanup if applicable) will be calculated and added to your total bill.

A detailed invoice outlining all charges will be provided prior to final payment.

5

## Cancellation Policy & Fees

All cancellations must be submitted in writing via email or letter.

The 50% deposit is non-refundable, regardless of the cancellation date.

Cancellations made up to 4 weeks before the event will be charged an additional 25% cancellation fee, based on the total estimated order cost, to cover preparation and planning expenses.

No refunds or credits will be issued for cancellations made within 14 days of the event.

6.

### Payment Methods

We accept the following payment methods: Cash App, Apple Pay, Venmo, Debit and Credit Card (Cash App, Apple Pay and Venmo will be charged 3-5% for transfer bank fee)

By placing a catering order with us, you acknowledge and agree to all terms and conditions outlined in this policy.