

R CATERING AFFAIRS

FULL-SERVICE SET-UP PACKAGE

SEPTEMBER 2023-SEPTEMBER 2024

Thank you for considering R Catering Affairs to assist you in hosting your special event!

Our Full-Service Set-up Package is perfect for any occasion and you may book this package for your preferred venue of choice.

We love the opportunity to make your event a dream come true. During the booking process we include a consultation to make sure your event set-up matches the vision you have. Additionally, we include delivery, set-up, and clean up, of any and all decorations provided by us, to help you worry less and enjoy your event.

Please feel free to browse our package and contact us if you have any questions.

We look forward to working with you!

Sincerely,

R CATERING AFFAIRS

Richard Brice

Phone: (323) 974-7784 • Email: sales@rcateringaffairs.com

RCATERINGAFFAIRS.COM

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INFORMATION

General

Our service includes the following:

- Floor Length Table Linen (white, black, or ivory)
- Napkins (any color in stock)
- Chair Covers
- Chargers
- Centerpieces
- Glassware, China, & Cutlery (if applicable)
- Setup & Cleanup

This service will be applied to all guests' tables, (1) gift table, and (1) cake table unless otherwise specified in final signed contract.

Pricing, Service Charge, and Tax

Prices are subject to a 20% service charge and California State Sales Tax at the current rate. Prices are subject to change without notice.

Booking Policy

R Catering Affairs will take reservations up to one year in advance. A date is considered confirmed and/or booked with a deposit and signed contract.

Deposit & Payment

A deposit is required for each booking. The deposit is 25% of the total invoice of your event. Deposits are nonrefundable.

Cancellations

No cancellations within 30 days of your event. The balance is due in full no later than 30 days prior to your event. If the balance is not paid in full by the due date, your event may be cancelled and you will forfeit 25% of the total cost of your event. Any cancellations within 15 days of your event will forfeit any and all payments made to R Catering Affairs.

Liability

R Catering Affairs is not responsible for item(s) lost or stolen, or item(s) of any kind left after your event at your selected venue. R Catering Affairs is not responsible for any damage or loss to any merchandise, articles or valuables belonging to the host or their guests located on selected venue property prior to, during, or subsequent to any function. The host is responsible for any damages incurred by them or their guests on selected venue property.

INITIALS: _____

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PRICING

Number of Tables	Number of Guests	Service Charge	Delivery Charge
1- 5 Tables	Up to 50 Guests	\$825.00	\$350.00
6-10 Tables	Up to 100 Guests	\$975.00	\$350.00
11-15 Tables	Up to 150 Guests	\$1125.00	\$350.00
16-20 Tables	Up to 200 Guests	\$1,275.00	\$425.00
21-25 Tables	Up to 250 Guests	\$1,425.00	\$425.00
25-30 Tables	Up to 300 Guests	\$1,575.00	\$425.00
31-35 Tables	Up to 350 Guests	\$1,725.00	\$525.00
36-40 Tables	Up to 400 Guests	\$1,875.00	\$525.00