

Catering Policies

PRICING: Contract is quoted for current pricing. If during the time before your event the cost of an item unexpectedly increases, we will notify you. If a certain item/supply is unavailable or exceeds reasonable market costs, a suitable replacement may be substituted with the client's approval. Market price items are not locked in until 30 days before your event. All menu items are priced for 100+ people. Events under 100 will incur an additional charge of \$1pp 75-99, \$2pp 50-75 and additional charges under 50 people. We have a full service event minimum of 30 people.

Additional charges may apply based on your venue selection, guest count below 100+, and any other necessities to provide our clients with excellent service. Client understands that any upgrades or changes to menu after the initial contract has been paid will be quoted at current pricing at the time of the upgrade/modification. Quotes are valid for 30 days at which time pricing will need to be requested. Savory Roots requires a \$3000 food and beverage minimum for events that fall between October and May. Clients under contract with Savory Roots must meet this minimum even if their final guest count is lower than expected.

TAXES: Client shall be responsible for all applicable taxes. Sales tax is charged off of all food, beverage, staff, rentals, etc. Tax exempt organizations must provide a copy of their tax-exempt certificate along with the signed version of this contract. Labor Charges (Service Charge/Gratuity) are considered taxable.

PAYMENTS:

For Events further than 120 days away:

- Deposit Required: 10% of total bill
- Additional payment to equal 40% of total bill due no later than 120 days prior to your event
- Final payment is due 10 days prior to your event.

For events less than 120 days away:

- Deposit Required: 50% of total bill, with 10% being a non-refundable retainer.
- Final payment is due 10 days prior to your event

Payment can be made by MasterCard, VISA, Discover, American Express or cash.. If Savory Roots fails to receive final payment prior to your event, it will be assumed you no longer require our services. At the time of final payment, a credit card guarantee is required. This is to ensure payment of any charges that may be incurred during the time of your event, such as unexpected additional guests, damaged or stolen equipment and/or overtime labor charges.

CANCELLATION: Client shall have **10 business days** in advance of the event to cancel this agreement. Thereafter, client shall be responsible for the full contract price of all catering services ordered. Deposit is non-refundable even if cancellation is made before the 10 day cut off. Payment made at 120 day mark will be refunded minus a 20% cancellation charge.

DISCOUNTS: We have carefully priced our products and services to be able to provide you with the quality food and customer service we are proud to provide. Providing a discount would be cutting corners in some area so to ensure quality standards we do not offer any discounts.

MENU CHANGES: Menu changes can be made up until 10 days before the scheduled event. Any menu changes that increase your proposal by 20%+ will require an additional deposit of 10% of the upgrades. Menu changes after the 10 day cut off may incur additional charges.

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STAFF: Each event requires a banquet captain to carry out all event details from start to finish at \$275 for a 4 hour event. Cost of server is \$250 each for a 4 hour event. After 4 hours from the start of your event, there will be an additional charge of \$25/hour for each server and \$40/hr for a banquet captain. Staff are calculated based on your guest count, dinner service style and menu selections.

SERVICE CHARGE:A service charge of 20% is charged based on all food and beverage and rental charges. The service charge is not a gratuity and covers things such as the use of our equipment, kitchen essentials, décor, travel expense, credit card processing fees, energy costs, licensing, liability insurance fees, and all necessary permits and other administrative expenses.

GRATUITY: The base charge for staff is passed directly to the staff. Servers usually put in 8-10hrs of work for each event! A gratuity for excellent service is always appreciated. We recommend at least 10-15% of your food and beverage charges. Cash should be given to the banquet captain for your event or handled with administration after your event. Please do not hand cash directly to a server.

FACILITY AND KITCHEN FEES: Client is responsible for all fees charged by the venue to the caterer for use of facility and/or kitchen. Fee is not included in contract price unless specifically stated. Please check with your venue on their policy.

LEFT OVERS: Due to regulations from the Department of Hotels and Restaurants we must dispose of food that has been left out at the unsafe “danger zone” temperatures. For liability reasons we are not able to leave left overs. Food from the buffet line is immediately discarded at the end of serving time. Any food pans that were not put out are donated to a local domestic violence shelter.

TABLE SERVICE: Table service is not included automatically with your dinner service (except plated) including prefilled beverages. If you would like to arrange table service please inquire with your coordinator for pricing.

ALLERGIES AND OTHER DIETARY RESTRICTIONS: Please be aware that we prepare and handle egg, milk, wheat, shellfish, fish, soy, peanut and tree nut products and other potential allergens in our food production areas and at event venues. We attempt to provide nutrition and ingredient information that is as complete as possible. We cannot guarantee that cross contamination won't occur.

OUTSIDE FOOD: Savory Roots Catering, LLC is not responsible for either the contents or the preparation of food brought to event by anyone not employed by Savory Roots Catering. No food brought to event by any other party can be placed on our table. or served/set up by our staff.

LONG DISTANCE TRAVEL CHARGES: \$1 per mile over 15 miles. Additional staffing charges are required for travel over 30 minutes from Savory Roots Catering. Rate: \$20 per hour per server.

TRASH REMOVAL: There is a \$250 trash removal fee if we are required to remove trash from your venue location. This fee includes additional staff hours needed, vehicles costs and dumpster/solid waste fees. Glass bottles are not permitted.

MOBILE KITCHEN: For venues that do not have any kitchen facilities we charge a mobile kitchen fee of \$500-\$1000 depending on the equipment that is needed.

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