

The Garden Café is now doing business as



## CATERING POLICIES

- PRICING:** Prices are subject to change. If 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.
- TAXES:** Client shall be responsible for all applicable taxes. 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.
- PAYMENT:** Final payment is due 10 days prior to your event. Payment can be made by MasterCard, VISA, Discover, American Express, cash, or check all payable to Savory Roots Catering, LLC. Credit card payments will be charge a 3% processing fee. 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. Any payment made after the 10 day cut off must be made with credit or debit card and will incur the 3% processing fee.
- DISCOUNTS:** Savory Roots offers a 5% discount for military or first responders and occasionally other discounts may be offered. Maximum combined discounts is 10%. All payments must be made prior to the 10 day cut off for discounts to apply. After the 10 day cut off no discounts may be used.
- DEPOSIT:** A 10% or \$250 non-refundable deposit is required to reserve the date of your event.
- 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.
- MENU CHANGES:** Menu changes can be made up until 10 days before the scheduled event. Menu changes after the 10 day cut off may incur additional charges.
- STAFF:** Each event requires a banquet captain to carry out all event details from start to finish at \$150 for a 4 hour event. One server per 30-40 people is required for a buffet dinner and one server per 20 people for a seated dinner. Cost of server is \$100 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 banquet captain. Servers are available to cut and serve wedding cake or dessert for no additional charge. Servers will bus tables at the end of the food service.
- SERVICE CHARGE:**A service charge is standard for caterers and is charged based off of all food and beverage charges. Our rate varies from 15-20% depending on the venue. The service charge is not a gratuity and covers things such as the use of our equipment, kitchen essentials, buffet décor, 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 8-10 hours of work for an event. This comes out to an hourly rate somewhere around minimum wage. It is not expected but a gratuity for excellent service is always appreciated.

**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.

**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. Co-catered events will be arranged with vendors that are properly licensed and insured.

**\*\*\*\*ALCOHOL POLICIES\*\*\*\***

ALL of our liquor packages are for a limited amount of time for on premise consumption only. We do not permit ANY alcohol to be removed from the catered premises. Paying for an Open Bar does not entitle you to removing alcohol that is not consumed during your event time. We reserve the right to refuse alcohol to any person REGARDLESS of their role in the event (ie. Groom, bride, maid of honor, father of the bride etc)

All guests appearing under the age of 40 will be asked for ID. We do not serve alcohol to any minor REGARDLESS of their role in the event. Bridal party members, brides, grooms, family members must be 21 to be served alcohol. Shots, doubles, keg stands are NEVER permitted. No outside alcohol is permitted on the premises. Caterer reserves the right to shut all bar operations down in the event that outside alcohol is present.

Bar packages are not an unlimited supply of every alcohol. We bring more than enough alcohol to accommodate your event. Excessive consumption of one particular liquor or mixer may cause you to run out of that particular item. If you know in advance that your party prefers a particular type of alcohol please inform the catering manager so that they may order accordingly.

Bar packages are for 3.5 hours. By law we must stop serving alcohol 30 minutes prior to the end of your event. A good estimate for this time is 30 minutes before the music stops. After 3.5 hours we will offer last call for approximately 10-15 minutes and then we begin to shut the bar down. The caterer reserves the right to shut down the bar early for any type of belligerent, aggressive or inappropriate behavior that is not being controlled.

**These policies may be updated at any time. Client can find an update version of our catering policies on our website.**

[www.savoryrootscatering.com](http://www.savoryrootscatering.com)

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