



# Policies

THANK YOU FOR CHOOSING 323 BLVD CATERING CO. TO ENSURE A SMOOTH EXPERIENCE FOR BOTH PARTIES, PLEASE CAREFULLY REVIEW THE FOLLOWING TERMS

## MENU & GUEST COUNT FINALIZATION

FINAL MENU SELECTIONS AND GUEST COUNT MUST BE CONFIRMED NO LATER THAN 5 DAYS PRIOR TO THE EVENT. INCREASES IN GUEST COUNT MAY BE ACCOMMODATED BUT MAY INCUR ADDITIONAL COSTS DEPENDING ON TIMING AND INVENTORY.

## CLIENT RESPONSIBILITIES

ACCESS TO A CLEAN AND SAFE WORKSPACE IS REQUIRED (FOR PRIVATE CHEF SERVICES).  
FOR BUFFET OR PLATED CATERING: AN APPROPRIATE SERVING AREA MUST BE PROVIDED UNLESS RENTED FROM US.  
323 BLVD IS NOT RESPONSIBLE FOR ANY DAMAGES TO SURFACES, FURNISHINGS, OR EQUIPMENT NOT PROPERLY PROTECTED BY THE CLIENT.

## CONTENT & BRANDING

WE RESERVE THE RIGHT TO CAPTURE CONTENT (PHOTOS/VIDEOS) OF OUR FOOD SETUP FOR PROMOTIONAL PURPOSES, UNLESS A PRIOR WRITTEN AGREEMENT STATES OTHERWISE.  
IF YOU WISH TO OPT OUT OF THIS, PLEASE INFORM US IN WRITING BEFORE THE EVENT.

## BOOKING & DEPOSITS

A 40% DEPOSIT IS REQUIRED TO SECURE YOUR EVENT DATE.  
DATES WILL NOT BE HELD WITHOUT A DEPOSIT AND SIGNED AGREEMENT.  
INVOICES MUST BE PAID WITHIN 24 HOURS OF RECEIPT. AFTER 24 HOURS, THE INVOICE WILL BE CANCELED.  
REBOOKING AFTER A CANCELLATION WILL REQUIRE A LATE FEE AND IS SUBJECT TO AVAILABILITY.

## PAYMENTS & FEES

A 40% CHEF SERVICE FEE WILL BE APPLIED TO ALL INVOICES FOR PARTIES MORE THAN 10 GUESTS.  
A FLAT RATE FEE OF \$500 WILL BE APPLIED TO ALL INVOICES FOR PARTIES LESS THAN 10 GUESTS.  
8% SALES TAX WILL BE APPLIED TO ALL SERVICES AND MENU ITEMS.  
THE REMAINING BALANCE IS DUE 2 WEEKS BEFORE YOUR EVENT. NO EXCEPTIONS.  
LATE FINAL PAYMENTS MAY RESULT IN ADDITIONAL FEES OR CANCELLATION OF SERVICES.  
ACCEPTED PAYMENT METHODS INCLUDE: ZELLE, CASHAPP (WITH 3% PROCESSING FEE), CREDIT CARD (4% PROCESSING FEE), OR BANK TRANSFER.

## CONTRACT REQUIREMENT

A SIGNED CONTRACT IS REQUIRED FOR ALL SERVICES. NO WORK WILL BE PERFORMED WITHOUT IT.  
BY PAYING YOUR DEPOSIT, YOU ACKNOWLEDGE AND ACCEPT ALL OUTLINED POLICIES.

323 BLVD CATERING CO. IS NOT LIABLE FOR CANCELLATIONS DUE TO CIRCUMSTANCES BEYOND OUR CONTROL (E.G. NATURAL DISASTERS, POWER OUTAGES, ILLNESS, EMERGENCIES). WE WILL WORK TO RESCHEDULE BASED ON AVAILABILITY.

BY PAYING YOUR DEPOSIT AND SIGNING YOUR CONTRACT, YOU AGREE TO ALL THE ABOVE TERMS AND CONDITIONS. WE LOOK FORWARD TO BRINGING THE FLAVOR AND THE VIBE TO YOUR EVENT.

323 BLVD CATERING CO.