



Getting Started

- **Placing a Catering Order**

\$250 order minimum applies. A 48-hour notice is required for smaller orders of 25 guest or less. A 7-day minimum notice is required for all other catering request. We will respond to your request within 1-2 business days. Contact us via email at: Hello@SoleilKitchen.com

- **Deposit | Payment**

- A minimum 50% non-refundable deposit is due at time services are requested to confirm time allotted
 - Unless within one week of event; full payment is required
- The remaining balance is due seven calendar days prior to the event date
- No menu changes are allowed seven calendar days prior to the event date
- A 20% service charge applies to all orders
- Delivery starts at \$30 (varies by delivery/drop-off location)
- A 5% late fee applies to all orders not paid in full by the due date specified
- All unpaid invoices are subject to cancellation within 24-48 hours of receipt unless otherwise specified

- **Method of Payment**

We accept cash, credit/debit card payments, cashier checks, corporate checks, and money orders. We do not accept personal checks or eChecks. In the event a check is returned, there will be a \$50 returned check fee added onto the total amount owed.

- **Cancellations | Changes**

- We accommodate order changes made at least seven calendar days prior to your event. All orders are considered finalized seven calendar days prior to the scheduled event date and we are unable to make any changes after this time
 - *Limited exceptions apply for adding onto your current order; contact us for details*
- Orders canceled less than 72 hours prior to the scheduled event date will be charged 100% of the total invoice. This charge is to cover foods that cannot be used, labor, and jobs we may have declined in order to accommodate your event.

- **Inclement Weather**

Normal cancellation policy applies. Our goal is to accommodate clients and exceed expectations. When inclement weather occurs, an on-time arrival is our goal, however we value the safety of our team, so delays can occur out of our control.

- **Allergy Disclaimer**

If you have a food allergy, please notify us of the allergen immediately. We are not responsible for any allergic reaction to food that is not communicated. Consuming raw or under-cooked meats, poultry, seafood, shellfish or eggs may increase your risk of food-borne illness.

Prices are subject to change without notice

Service Cost

- **Please note:** *Events held at the National Underground Railroad Freedom Center (NURFC) requires additional staffing for setup, breakdown, and cleanup opposed to outside venues.*
- **Service Staff**
 - To provide excellent service, we require a 4-hour minimum that includes 2 staff members. Additional staffing may be necessary in the event a large number of guests are in attendance. Staffing starts at \$30 per hour, per team member.
- **Bartending Staff**
 - Please advise us if you are selecting a bar package. Staffing starts at \$25 per hour, per bartender. For bartending staff, we also require a 4-hour minimum that includes 2 staff members. Additional staffing may be necessary in the event a large number of guests are in attendance. If you are selecting a bar package that you would like a specialty cocktail created, please contact us.
- **Bar Beverage Mixers (non-alcoholic): Starts at \$5 Per Person**
 - Cranberry Juice
 - Cranberry Apple Juice
 - Orange Juice
 - Pineapple Juice
 - Papaya Juice
 - Tonic Water
- **Beverage Options: Starts at \$2.50 Per Person**
 - Water
 - Iced Tea
 - Lemonade
 - Strawberry Lemonade
- **Linen Rental**
 - Traditional black linen rental is \$10 per table. For white or red linen, it starts at \$12 per table. For all other linen shades, including custom colors or patterns* (subject to availability), cost start at \$15 per table.
- **Setup Fee**
 - Our setup fee includes breakdown, cleanup, and trash removal. Prices start at \$150. Final costs are determined by design accommodations that suit the clients' needs,

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@SOLEIL.KITCHEN

Phone:

(513) 545-1687

Email:

Hello@SoleilKitchen.com

Visit us on the web!

www.soleilkitchen.com

We accept cash, credit | debit card payments, corporate and cashier checks, and money orders. Personal checks are not accepted.