

GENERAL SERVICES

EVENT PLANNING

We are a full service off premise caterer caring for all your needs to include consulting, organizing, and orchestration of your event. We will offer professional advice on menus, wine selection, decor and presentation. We can provide staffing and rental equipment, arrange for flowers and entertainment and offer venue suggestions.

SERVICE STAFF

Our professional staff is dressed in all black attire: black dress pants & black button up shirt. If you're going to have a casual affair we will do denim / t-shirt shirts with slacks or if you are going after that different theme look, arrangements can be made to have us match your theme.

Staffing Rates:

*Supervisors and/or Chefs are charged out at **\$38.00** per hour*

*All other staff are charged out at **\$30.00** per hour per staff person*

A minimum of 2 staff for four hours are required per event including one supervisor

DELIVERY

When event staff is not required we can provide you with a drop-off service.

RENTALS

We will make all the necessary rental arrangements for you, including consultation, ordering and organizing. If we do not carry it, we will find someone who does.

Some of the basics are: china, glassware, cutlery, and linens.

BAR SERVICE

*An Affair to Remember Catering has the most cost effective bar service in the City. We offer everything from a simple **Beer & Wine Service** to a **Full Bar** service including cocktails to a **Specialty Bar** that can make any drink that you desire. See our Bar Service information sheet for pricing.*

SERVICE CHARGE

A standard industry operational service charge is applied to all events. This fee encompasses all event & menu consultations, event preparation & orchestration, all liabilities and vehicle maintenance.

*This standard **18% set up and service charge** is applied to the full invoice on all events.*

Please note that some facilities may have additional service charges of their own.

GRATUITIES

If you feel that you would like to reward your sever(s) for exceptional service we encourage you to do so.

However, while it is greatly appreciated, a gratuity is certainly not mandatory. This may be paid directly to the server(s) or may be added to your invoice.

PAYMENT

*A non-refundable **DEPOSIT of 35%** of the estimated amount is required upon booking to confirm the date.*

THE FULL BALANCE IS DUE ON OR BEFORE THE RECEPTION DATE

An Affair to Remember Catering