

CHEF BROTHERS CUSTOM CATERING

In House – Turkey Creek Golf and Country Club – Catering and Policy Guide

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Thank you for considering the Chef Brothers Custom Catering to cater your event. Please take a moment to review the following policies.

ACCEPTANCE SIGNATURE: All contracts require the customer's signature of acceptance. Without an authorized signature, your contract is not valid and will not be accepted by Chef Brothers Custom Catering. Contracts must be signed within 20 days of receipt or the contract will not be accepted without possible adjustments due to pricing or date availability. Menu prices and selections may be subject to change. You will be notified first if that should occur.

DEPOSITS – PAYMENT – CREDIT CARD – DIRECT BILLING – FLORIDA SALES TAX:

Deposits: A \$350.00 *non-refundable* deposit is required upon acceptance of the catering contract unless other arrangements were discussed with management when booking the event. Deposits are non-refundable. Refunds are up to the discretion of management.

Balance Due: Final payment is due 72 hours prior to the date of the event along with the final guest attendance guarantee. *No Exceptions* unless other arrangements have been made at the time the contract has been signed and approved. All charges for banquet facilities, food, beverage and bar is payable to **Chef Brothers Inc.**

Credit Card Payment: Most major credit cards are accepted. A 3% processing fee will be added to the total due on all credit card transactions.

Direct Bill: All direct billing must be pre-approved. Approved billing requires payment within 7 to 20 days of the event. Social events are not approved for Direct Billing.

Florida Sales Tax: Florida Sales Tax as applicable will be applied to the total unless tax exempt. A copy of the Florida Tax Exempt Certificate is required for proof of exemption. Payment for tax-exempt events must be made by direct bill or by organization's check or credit card. A current copy of the tax-exempt certificate is required annually.

GUEST GUARANTEE: A final guarantee on guest attendance is required 72 hours (3 business days) prior to your event. If your guest count is lowered past the date specified on your contract, you are responsible for the difference in cost. An increase in attendance may be accepted with discretion and whenever possible. Chef Brothers Custom Catering will be prepared to serve 5% over the guarantee. If the count should exceed your guaranteed number, charges will be made on the number of people actually served.

SERVICE CHARGE: 25% Room Service Charge (Minimum Charge is \$150.00.): Events are subject to a 25% room and equipment service charge. This charge includes: *China or glass plates, water goblets, non-alcoholic beverage glasses, stainless flatware, serving equipment and utensils, tablecloths, napkins, buffet linens and buffet décor.* **15% Room Service Charge (Minimum Charge is \$150.00.):** Events are subject to a 15% room and equipment service charge if disposables, not China is preferred. This charge includes: *high quality plastic plates, clear utensils, plastic glasses and Styrofoam cups, paper beverage and dinner napkins, serving equipment and utensils, tablecloths, buffet linens and buffet décor.* Chef Brothers Custom Catering offers many fine decorative amenities for the buffet tables, designed to complement your theme and colors. Your event coordinator will be happy to discuss this in detail with you.

WAIT STAFF – BARTENDER – ACTION CHEFS – KITCHEN CHEFS – WEDDING COORDINATOR – GRATUITY:

Wait Staff: \$18.00 per hour per server. The charge includes: *set-up, service and clean up. The number of people attending the event and the type of event style selected determines the number of servers required for the event.*

Bartender: \$60.00 per bartender for the first 4 hours. \$10.00 for each additional hour. The charge includes: *set-up, service and clean up.*

Action Chefs: \$55.00 per chef (*flat fee*). *Charge applies to carving, cooking and grill chefs.*

Kitchen Chefs for Plate-ups: \$20.00 per hour each. Number of chefs required depends on number of guests.

Wedding Coordinator: \$15.00 per hour when Wedding Dinner Buffet or Customized Menu have not been selected.

Gratuity: Gratuities *have not* been included in the 25% or 15% Room Service Charge or Wait Staff Charge. It is always appreciated and the amount is left to the customer's discretion and is based on customer's level of satisfaction. As a guideline, Chef Brothers Custom Catering recommends 15% to 20% of the food and beverage total.

EQUIPMENT – RENTAL COST:

The following items are available through Chef Brothers Custom Catering:

White Wooden Chairs for an outdoor wedding ceremony are \$3.50 each, which includes set-up and takedown.

Lectern with PA System rental is \$45.00.

Large Screen rental is \$40.00, which includes set-up and takedown.

Bar Glasses: Wine, High Ball or Champagne glasses are \$.50/each

Guest Tablecloths are \$6.50/each if disposables are used.

Chef's Brothers will be happy to provide you with a list of recommended vendor resources for additional rental needs.

COCKTAILS – BAR: Alcoholic beverages must be ordered directly from Chef Brothers Custom Catering. Chef Brothers will be happy to provide you with information and prices for your entire needs. Alcoholic beverages shall not be brought into or removed from the Turkey Creek Golf and Country Club premise. Violation to this policy will result in immediate action and/or cancellation of the function. Chef Brothers will not serve any alcoholic beverages to minors and reserves the right to refuse service to anyone that in our judgment may appear intoxicated.

CANCELLATIONS: A written cancellation must be received at least 30 days prior to an event to receive a refund on any additional deposit above and beyond the \$350.00 non-refundable deposit. Refunds on deposits are up to the discretion of the Management.

DISCLAIMER: Consumption of animal foods that are raw, undercooked, or not otherwise processed to eliminate pathogens may cause illness.

Our Personal Commitment – Chef Brothers Custom Catering takes great care and pride in every aspect of catering an event. Careful planning has gone into our menu selections and the method of preparation. Our pledge to you is that we will provide you with the personal service that we ourselves would expect and appreciate as a customer. ♥ Thank you for your business ... please let us know how we are doing!