

# CHEF BROTHERS CUSTOM CATERING

## Off-Premise ~ Catering and Policy Guide

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*Thank you for considering the **Chef Brothers Custom Catering** to cater your event. Certain policies are required in order for your event to function efficiently from inception to completion. Please take a moment to review the following information and policy guidelines.*

**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 may not be accepted without possible adjustments due to price increase 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 approved arrangements have been made by Chef Brothers Management. All charges must be made payable to **Chef Brothers Inc.**

**Credit Card:** 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 10 days of the event. Social events are not approved for Direct Billing.

**Florida Sales Tax:** 6.75% Florida sales tax 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 guest count should exceed your guaranteed number, charges will be made on the number of people actually served

### WAIT STAFF ~ ACTION STATION CHEFS ~ KITCHEN CHEFS ~ BARTENDER ~ TRAVEL CHARGES ~ GRATUITY:

**Wait Staff:** \$18.00 per hour per server. Charges include set-up, service, breakdown and clean up. *The number of people attending the event and the type of party style selected determines the number of servers required for the event. Your party planner can guide you with the appropriate number of service personnel needed.*

**Action Station Chefs for Saute and Carving Stations:** \$55.00 per chef.

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

**Outdoor Barbeques with On-site Grill and Grill Chef:** \$55.00 per grill; \$55.00 per grill chef.

**Bartenders:** Full Bar at \$30.00 per hour per bartender. Wine and Beer Bar at \$20.00 per hour per bartender. One bartender per 100 people.

**Travel Charges:** If on-site Wait Staff is not required and the event is for delivery only, the minimum travel charge is \$40.00 for local delivery. For after hours "same day" pick-up, the price will increase to \$60.00. The charge includes delivery, set-up, equipment, buffet linens and pick-up. Delivery price can vary pending location and complexity of set-up involved. Catered events located outside of the Gainesville/Alachua ADI may have an additional travel charge determined by the location and distance traveled. This charge applies to drop-off orders and full service catered events that require wait staff support.

**Gratuity:** Gratuity has not been included in the price. 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.

**COCKTAILS ~ BAR:** We will be happy to provide you with pricing and information for a Hosted Open or Cash Bar. We will not serve any alcoholic beverages to minors and reserve the right to refuse service to anyone that in our judgment appears intoxicated.

**EQUIPMENT:** For your convenience, high quality disposable plastic plates, utensils, napkins and glasses have been included in most package prices. Non-disposable serving equipment is included unless otherwise specified: Chafers, Sternos, Platters, Bowls, Baskets, Serving Utensils, and Buffet Tablecloths. Skirting is extra.

<b>Itemized Upgrades:</b>	Clear Plastic Plates	\$ .50/person
	China or Glass Plates, Stainless Flatware and Non-alcoholic Beverage Glasses	\$ 4.50/person
	Bar Glasses: Wine, Pilsner, Champagne	\$ .50/each
	Beer Tap Refrigeration Unit ( <i>self contained refrigerator</i> )	\$50.00/unit
	White or Ivory Cloth Guest Tablecloths (85" or 52" x 114")	\$ 6.50/each
	Overlays ( <i>limited colors</i> )	\$ 4.50/each
	Plastic Tablecloths ( <i>1 week notice required</i> )	\$ 3.25/each
	Cloth Napkins ( <i>1 week notice required</i> )	\$ .60/each
	Skirting (White or Black)	\$12.00/each
	Tables: Round or 8'	\$10.00/each
	White Folding Chairs	\$ 3.50/each

**Package Upgrade:** If itemization is not desired, a 25% fee of the food and beverage total will be charged to include China or Glass Dishes, Coffee Mugs, Stainless Flatware, Water Goblets, Non-alcoholic Beverage and Punch Glasses, Guest Tablecloths and Napkins, Buffet Equipment, Buffet Utensils, Buffet Linens and Buffet Decorations. Bar Glasses are additional.

**CANCELLATIONS:** Cancellations for events must be received at least 1 week in advance. In the case of pending inclement severe weather, Chef Brothers Custom Catering will accept a 48-hour cancellation. If Chef Brothers Custom Catering has not received an acknowledged cancellation within the acceptable cancellation time, you will be responsible for all charges that were agreed upon in the signed contract.

**DISCLAIMER:** *Consumption of animal foods that are raw, undercooked or not otherwise processed to eliminate pathogens may potentially 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 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!***