

## Michael's Catering Information

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Thank you for your interest in Michael's Catering. We look forward to the opportunity to work with you to help plan your special event. Enclosed in this packet are menus and information that should assist you in planning your memorable event.

### **Menus**

We have provided the enclosed menus to assist you in planning your event; however if there are items not listed that you would like to see, we would be happy to create specialty menus that are customized to your needs.

We ask that your menu, wine selections and details are finalized with us no later than four weeks prior to your event. This will assist us in providing the best ingredients and staff for your event. All menu items are based on seasonality and availability. Michael's Catering supports local and sustainable resources.

Some clients choose to offer their guests multiple entrees, we are happy to assist you in making this happen. This is a great option but does require the following:

- If selections are given in advance, the guarantee of attendance with the breakdown for each entrée is due (7) business days prior to the event start date.
- We require entrée identification at the guest table. For example, a marked place card, colored ticket or coded nametag works best. We ask that you provide a key to our wait staff to assist them in identifying which guest will be having what.
- Tableside choice of two entrees is an option; however it will add the additional fee of \$15.00 per guest. With this option, all other courses must be the same for each guest.

### **Wedding Cakes**

We have a recommended vendor list per your request; it provides you with the contact information of what we feel are the best pastry chef's in our area. We do not charge a cake cutting fee.

### **Beverages**

We would be happy to provide the beverages for your event but it is not a requirement. For your convenience we can match wines to your menu or provide you with a current list of wines available, upon request. If you are providing alcoholic beverages and no bartender is requested, we require a copy of your special use permit on file.

If we are not providing the beverages for your event or the bartender there is a \$10.00 per bottle corkage fee to cover alcohol liability.

Consumption of alcoholic beverages will be refused to anyone under the age of 21 years and anyone who does not have proper identification. Michael's Catering reserves the right to refuse service of alcohol to anyone we judge to be intoxicated.

### **Attendance Confirmation**

Your final guest attendance is due to Michael's Catering (14) fourteen business days prior to your event start date. Should you not provide a guaranteed number of attendees, we will use the originally contracted number. Should your guest count rise after the guarantee date, we will do our best to accommodate the rise in numbers.

### **Staffing**

We have high standards when it comes to our staff; we select the finest of our area and know you will appreciate their service. The number of wait staff will depend on your menu and whether the event is plated or buffet. The fees for our staff are as follows:

Lead Wait staff - \$33.00 per hour  
Wait staff - \$28.00 per hour  
Bartender - \$33.00 per hour  
Chef - \$33.00 per hour  
Chef's Assistant - \$28.00 per hour  
Event Manager - \$40.00 per hour \*Optional

\*All charges for staff will begin from the time they prepare for your event at Michael's Catering to the time they return to Michael's Catering at the conclusion of breakdown (Portal to portal). Holidays are double time. There is an additional service charge of 19% for all events and tax of 7.25%.

### **Rental Equipment**

We provide the following equipment at no additional charge:

- All China, Flatware and Water Stemware (provided for higher end menus)
- Heavy duty plastic plates and utensils if appropriate
- Buffet tables and linens for the service tables
- All service ware required for Michael's Catering service

The following are additional items that you may want us to rent for you:

- Specialty full length linens
- Linen napkins
- Specialty plates, chargers, flatware and glassware \*(breakage may be assessed replacement charges)
- Tables
- Chairs
- Tenting
- Dance floor

### **Deposits and Payment**

We do request a deposit for all events; this deposit is due with the signed catering proposal. This amount is non-refundable and will be applied to your final bill. We ask that for all Weddings, the following schedule of payments be followed:

1<sup>st</sup> deposit due with signed proposal  
50% of estimated costs due 90 days prior to event  
100% of estimated costs due 30 days prior to event

For all other events:

1<sup>st</sup> deposit due with signed proposal  
100% of estimated costs due 7 days prior to event

A credit card authorization form is required on file. If payment is not received, the card on file will be used for charges stated above. We require a \$1,500.00 minimum balance for any staffed event. Michael's Catering Staff are for catering purposes only, any additional set up or tasks may incur a minimum \$100.00 charge.

### **Cancellation**

If your event is cancelled, the deposit is non-refundable. If the event cancels less than 90 days out, you will be charged for 50% of the estimated costs. Should it cancel less than 30 days out, you will be responsible for the full estimated amount. If we are able to resell the date, you will not be responsible for the above listed charges minus the deposit.

*Michael's Catering looks forward to the opportunity to work with you and thank you for considering us.*