



CATERING INFORMATION AND SERVICES

Thank you for considering Classic City Catering for your event. We are dedicated to working with you, as a team, toward the complete success of your event. Your Event Sales Manager is available to answer any questions you may have regarding the following information.

DEPOSITS AND PAYMENTS

Initial consultation and proposal courtesy of Classic City Catering. A minimum expenditure of \$1000.00 is required on all catered events. A \$500.00 non-refundable deposit is required in order to guarantee the reservation. All deposits will be applied to the balance of the event. A deposit of half of the proposal amount is required 60 days prior to the event. 100 % payment for every event proposal is due 14 days prior to the event. A final bill will be issued after the event or a refund will be issued within 10 days after the event. If final payment is not received within 30 days an interest will accrue at 1.5% per month. Deposits and payments can be made in the form of cash, check or credit card. All credit card charges will be subject to a 3% processing fee.

MENU SELECTION

Your menu menus should be selected and submitted a minimum of four weeks prior to your event. Due to uncertain market conditions, prices are subject to change and substitutions may be necessary. All menus are priced per person and include up to 10% over the final guarantee.

EVENT GUARANTEES

Final attendance numbers must be submitted by 12:00 pm, 14 days prior to the event. These numbers will represent the minimum guarantee for the event and may not be lowered. Guest count can be increased up to 3 days prior to your event. Should the number of guests in attendance of the event exceed the final guarantee; the customer will be charged for the actual number of guests.

SERVICE FEES

Estimate is based on the menu, number of guests; time allotted for set-up, service of the party, clean-up, and travel time to and from the event location. The number of service staff is based on the number of guests and complexity of the menu. Waiters are billed at \$17.50 per hour per waiter. A minimum of one supervisor is scheduled per event. Supervisors are billed at \$30.00 per hour. Supervisors oversee setup and initial service. On-site chefs are billed at \$21.00 per hour. A minimum of one chef is present at every event to ensure the quality of flavor and presentation of the food. The proposal labor costs is the original estimate of the time required of the wait staff to adequately service the event. The final bill will represent the actual hours, which may be more, less, or the same as the proposal. Gratuities are left up to the client's discretion.

TAX

Please note that the prices quoted do not include sales tax. The tax rate charged is the rate of the county the event takes place in. If your group is taxed exempt, please provide a copy of your certificate of exemption.

EVENT SUPPORT AND EXPENSE FEE

Billed at 5% of all total, less the travel and labor. This behind the scene cost and consumables fee covers the cost and incidental breakage, loss, repair and maintenance of the equipment needed to produce an event. This fee is not negotiable. While we are always happy to use your personal items, we cannot be held responsible for their breakage or loss. As hard as we may try to prevent it, items occasionally are lost or broken during events. We appreciate your understanding.

RENTALS

Tables	\$10.00 each
Chairs	White Wood or Fruitwood \$ 4.00 each / Chivari \$10.00 each
Tents	Ask For Estimate
Rental Delivery Charge	\$82.50 Intown / Out of Town call for estimate
Glasses	\$.75 per glass / \$1.00 per specialty glass
Glass Cake Plates & Forks	\$.75 per person
White China	\$.75 per piece
Silver Flatware	\$.75 per piece

Glass plates, flatware, white linen napkins, serving trays and pieces are included.

LINENS

White Overlays	\$ 7.50 each
White Seating Linens	\$12.00 each
White Floor Length	\$22.00 each
Skirting	\$20.00 each <i>Available in White, Black, Green, & Burgundy</i>

Specialty linens available upon request.

TRAVEL

	<u>YAN</u>	<u>CAR</u>
Under 15 miles	\$100.00 per vehicle	\$35.00 per vehicle
15 – 90 miles	\$150.00 per vehicle	\$50.00 per vehicle
Over 90 miles one way	Ask for Estimate	

Prices are subject to change. Please call 850.433.8064 for current pricing and availability.

Classic City Catering

Phone: (850) 433-8064

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Fax: (850) 438-8794