



905-431-0121

## Policies

- Deliveries outside of Durham Region are subject to a delivery charge.
- Delivery minimum is \$250.00 before taxes.
- All catering dates must be secured with a \$500 non-refundable deposit.
- Menu selections must be confirmed no later than 16 days prior to event.
- Final guest numbers must be provided 16 days before the event. Guest numbers cannot be lowered after this date. Guest numbers can be increased but are subject to approval.

### Payment Schedule and Terms:

- 1/3 of projected total is due 6 months prior to event and is non-refundable.
- Full and final payment is due 14 days prior to event.
- Acceptable methods of payment are: cash or bank email transfer.
- Linens included in the "Dinner Package" and "Wedding Package" are based on a minimum of 7 guests per table. Additional linens will be charged according to linen rental prices.
- Ripped or burned linens or those that have stains other than food (ie, lipstick, makeup, etc.) which cannot be removed, will be charged at replacement value.
- All china, cutlery and glassware is removed from the guest tables after dessert.
- Plates (disposable or china) for buffet caterings are not unlimited and are based on 1 plate per person.
- Bar must be closed during all served caterings.
- Due to insurance policies and health board regulations, any leftover food must remain with caterer.
- Outside food not permitted at any served catering unless authorized.
- Vendor meals will be charged at regular prices.