

## ~ Catering Policies ~

**Deposit & Final Payment:** A \$100.00 non-refundable deposit is required to hold a date. The total balance is due 7 days prior to the event.

**Confirmation:** An event is solidified when the contract has been read and signed by both parties and the deposit has been received. All individuals responsible for payments must sign contract.

**Minimum orders:** Weeknight events require a \$300 food minimum. Saturdays require a \$1000 food minimum. We do not cater on Sundays. Weekdays do not have a minimum.

**Cancellation:** The \$100.00 deposit will not be refunded when a client cancels the booked event. The deposit can however, be applied toward a future event if rescheduled within six months of the time the initial event was booked.

**Providing Food From Other Sources:** Due to our liability insurance no food items prepared by anyone other than *Spice of Life* or another contracted \*vendor are permitted to be served alongside our catered events. Cakes are not included in this policy.

**Event Times & Staffing:** Events are based on a five-hour maximum, requiring two(2) hours for set-up , two(2) hours of food service, and one(1) hour of clean-up of our buffet and prep area. An 18% fee is added to the total food bill for buffet service, other services are billed accordingly.

**Guarantee Number:** The final guarantee number is due seven (7) days prior to the event. Your bill will be based on this number or the number in attendance, whichever is greater.

**State Sales Tax & Gratuity:** Ohio requires no tax on food prepared off premise. The gratuity is solely left to your discretion based on your satisfaction with the event.

**Photography:** *Spice of Life* has permission to use any photographs taken at the event for future advertisement and marketing through print or internet.

**Serving ware:** Single use plates, cups, napkins, knives, forks, and spoons are included in the menu price. If a client uses non-disposables as service ware and we are expected to wash them, a fee per person is attached.

**Leftovers:** The customer is more than welcome to all leftovers that were on the service buffet for guests. Take-home containers must be provided by the customer. *Spice of Life* is NOT responsible for any illness that may occur from food not kept at the proper temperature after the event has concluded.

Client(s) \_\_\_\_\_ Date \_\_\_\_\_

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Event Coordinator \_\_\_\_\_ Date \_\_\_\_\_