



POLICY

🌀 *Minimum Order, Reservations, Deposit and Cancellation Policy* 🌀

Black Plate Catering observes the following minimum order policy:

Year Round = \$500.00
December Friday and Saturday Evenings = \$1,000.00

Black Plate Catering requires a 50% deposit to hold an event date. This deposit is refundable up to 30 days prior to the event. Wedding deposits are refundable up to 60 days prior to event. Cancellation less than 48 hours prior to the event set up time will require full payment of the entire balance due.

Seven (7) days prior to your event your final guaranteed guest count is required. Once our culinary team has your order, you may increase your guest count, however, guaranteed guest numbers may not decrease.

🌀 *Event Overhead Expense Fee* 🌀

A 15% Event Overhead Expense Fee (EOEF) is added to the food and service total for all full service events. The EOEF is added to full service events and is not the same as gratuity. There are many people and services involved to make our events extra special that you may never see. This fee covers insurance, licensing, equipment maintenance, fuel and delivery vehicles and general overhead for your staffing and event planning needs.

Wedding Receptions
A 25% Event Overhead Expense Fee is added to the food and service total.

For non-serviced events, there is a \$75.00 delivery and set-up charge which includes a non-scheduled return pick up.

🌀 *Service Personnel, Bartenders, Rentals & Additional Charges* 🌀

Service personnel are available to replenish and attend the buffets, keep things picked up and help with guests. Service personnel CANNOT serve alcoholic beverages. The cost is \$24.95 per hour for each service staff person with a minimum of 4 hours. We suggest one service person per 25 guests.

Licensed bartenders are available at \$34.95 per hour, each to serve alcoholic beverages with a 4 hour minimum. We suggest one bartender per 50 guests. We also carry liquor liability insurance coverage.

Please see Bar and Beverage Service document for alcohol pricing.

Rentals are available and price varies on amount and types of rentals needed.

A 3% fee will be added to the Grand Total when using a credit card for payment.