

# Banquet Policies for Served Events



## DEPOSITS

A 25% deposit is required to book catering services. Bookings cancelled more than six months prior to event will receive a full refund less a \$50.00 processing fee. Bookings cancelled less than six months before event will result in the loss of deposit.

Taste testing is available for Wedding events. Please call for details.

## PRICING

All prices listed are current but are subject to change without notice due to market conditions. Event prices are guaranteed thirty days prior to event. All service events with staffing are subject to service charge and sales tax. Served prices are based on events with 60 or more guests. Events with less than 60 guests will be quoted on an individual basis. Events at Klehm Arboretum, Midway Village, Rockford City Market and Venetian Club are subject to an additional surcharge. Please inquire for details. Additional charges may be required based on the event location policies and if additional staffing or equipment is required.

## PAYMENT TERMS

Menu selections are due fourteen days prior to event. Final guest count is due ten days prior to event. Full payment is due seven days before event. Cash, check, American Express, Visa, MasterCard, and Discover are accepted. Credit card payments are subject to a convenience fee.

## MISCELLANEOUS INFORMATION

Additional labor charges will be applicable if there is more than a twenty five minute delay in the agreed upon start time for your food service. It is extremely important for the safety and quality of the food that the meal is served at the agreed upon time. Labor charges for delayed starts will be \$40.00 an hour per staff member and is due at the end of the event. Travel charges may apply to events outside the immediate service area.

