



POLICIES AND GUIDELINES

Deposits/Payments

A non-refundable deposit is due upon reserving the date with a signed contract. Final payment is due 7 days prior to the event. For all additional charges incurred on the day of the event an invoice will be mailed within 48 hours and will be due upon receipt. All deposit and payments are non transferable.

Event Details

Final event details are due 2 weeks prior to the event. This includes timing, menu, rentals, bar service, etc.

Guarantee Numbers

Clients are required to provide a final guaranteed number of guests and entrée choices 7 days prior to the event. This guarantee cannot be reduced. *See Also Price Per Person below. We prepare for the number of guests that are guaranteed, and you will be billed for the guaranteed number, unless more than the guaranteed number attend the event. An increase in the guarantees 48 hours or less prior to the event, may be subject to a surcharge. Once your guaranteed number is received an invoice will be generated.

Cancellation/Refunds

Should the above client decide to cancel the event, no refunds will be given on any deposits and payments made to Elegant Affair Catering, llc.

Rental Items

Any damage to rental items/equipment (i.e. broken glassware, burned, torn, or wax stained linen, broken chairs, etc.) or missing equipment shall be payable by the contracted client

Buffets/Carving Stations

All buffets and carving stations require a minimum of 25 people. Carving stations will incur additional fees for an attendant.

Alcohol Service

We do not serve alcoholic beverages to minors or to guests who appear to be intoxicated.

Children

Children's menus available upon request.

Price Per Person

Your price per person is based upon a minimum guaranteed number of guests. If your final guarantee is less than the minimum guarantee, we reserve the right to increase the per person price.

Drop off Service

This service does not require on site staff to serve or set up for food service. This service is only a drop off service. All food will be delivered in disposable dishware. You may want to consider renting all proper and appropriate equipment to keep the food warm and the quality of the food in tact. Elegant Affair Catering, llc will not be held responsible for the quality of the food after delivery. When food is delivered it should be eaten immediately.



Other

Seasonally appropriate products apply therefore, menus may be subject to change without notice.

If selecting more than one entrée the same starch and vegetable will be served unless your event is 25 or smaller.

Elegant Affair Catering, llc is not responsible for the personal property of the client and guests.

Plated dinners for over 100 must select one entrée for the group. Duets are always a nice option.