



POLICIES/PROCEDURES

- 1. CONTRACT:** In order to reserve your function date, a signed copy of this policy page, along with your catering proposal and deposit is required.
- 2. DEPOSIT / CANCELLATIONS:** To hold your reservation, a 30% DEPOSIT is required. You will receive a 100% refund of your deposit if your event is cancelled sixty (60) days or further out from your event date. If cancellation occurs inside sixty (60) days, the deposit will be nonrefundable. Date changes made inside sixty (60) days are subject to a fee that will cover any food, equipment or miscellaneous items that may have already been ordered.
- 3. PAYMENT:** For events over \$1000.00, payment will be due five (5) working days prior to the event date. For events under \$1000.00, payment is due on the day of the event.
- 4. MINIMUM GUEST COUNT:** Our minimum guest count for catering is twenty (20) people. If your final count happens to fall below this minimum, you will be billed for and receive food for your minimum guest count.
- 5. FINAL COUNT GUARANTEE:** To properly prepare your menu selections and to schedule appropriate staff levels, we require a final guest count ten (10) BUSINESS DAYS prior to your function. Unless your guest count increases, this is the number we will prepare food for. You will also, therefore, be charged for this number. If your actual guest count is less than your guarantee, you will still be charged for the guaranteed number. If we are not able to obtain a final guest count five days prior to the event, we will use the estimated guest count originally discussed.
- 6. ADDITIONAL FEES:** Off-Premise Catering Staff Labor, Equipment, Delivery, Grills, Facility Fees and Applicable Sales Tax will be applied to the total bill, in addition to the menu prices. Please consult your event planner for further details.
- 7. MENU PRICING:** We reserve the right to increase any quoted menu price if booked six (6) months or further in advance.
- 8. FACILITY RATES AND CHARGES:** Schmidt's Classic Catering has contracted with many facilities that would love to host your event. Most facilities charge a flat rate for the room charge, plus a catering fee. We will assist you in reserving the facility, but all contracts, deposits and final payments for the facility, are the responsibility of the party hosting the function. Depending on the policy of the facility, fees will either be paid to the facility or added to your bill.
- 9. SERVICE RATES:** Events that require on-site staff are subject to the following charges. SERVICE, CULINARY AND BARTENDING STAFF \$20.00 per hour, SUPERVISOR STAFF \$25.00 per hour. There is a four (4) hour minimum per-staff on all events that require service. Service rates can include pre-event preparation, drive-time, setup and tear-down times. The event detail and size will determine the number of staff and hours needed for the event.
- 10. DELIVERY FEE:** All catered events that require service staff are subject to a minimum delivery fee of \$30.00.
- 11. DROP/SETUP FEE:** Events under 70 people do not require service staff and will be delivered and setup buffet style on a table you provide. This type of event is subject to a minimum delivery/setup fee of \$35.00. If equipment is rented for the event, there is a minimum pick-up fee of \$50.00.
- 12. GRILL FEE:** There will be a \$75.00 fee assessed when we cook with one of our portable grills on your premise.
- 13. GRATUITIES:** Gratuity is at your discretion and will not be added to your bill unless you've request us to do so.

We except Master Card, Visa, and Discover Cards