



## **~ Catering Policies ~**

### **Menu Prices**

- All menu prices are quoted per person, unless otherwise noted
- All pre-set catering menus include disposable plates, utensils, and napkins
- Prices exclude tax, delivery, and service fees

### **Catering Fees**

- A minimum \$45.00 delivery fee is applied to all orders
  - Delivery fees are calculated based on distance travelled and travel time
  - \$1.40/mile per vehicle if more than 5 miles away from Elyse's Catering
- Labor fees are calculated based on the time and labor required to set up your event
  - Labor is charged at \$40/hour per server for travel time, setup, cleanup, and on-site service
- A 20% service fee is applied to all delivery orders
  - The service fee is charged to cover administrative overhead, and event staff gratuity

### **Standard Rental Equipment**

- Standard flame chafing dishes are available for \$22 each
- Electric chafers available for \$35 each
- Standard tabled linens available for \$12 each
- An equipment protection plan can be purchased for 10% of your total rental fee

### **Bar Service**

- Bartenders available starting at \$45/hour hour, plus minimum \$75 bar setup fee
- Host/No host bar options available.
- See Bar Information Sheet for additional information

### **Payment Policies**

#### **DEPOSIT**

- A 50% estimated deposit is due at the time of proposal acceptance, unless other arrangements have been made.

## FINAL PAYMENT

- Final payment must be made **in full 14 calendar days prior to your event**. In the event your catering order is placed less than 7 calendar days before event date, it must be paid in full at the time the order is placed. Payment plans and/or terms may be changed at Elyse's Catering discretion.

## FINAL GUEST COUNT

- Your Final Guest Count, ***not subject to reduction*** is due a MINIMUM of 5 days prior to your event, unless the contract states otherwise. If you need to increase your guest count within 5 days of your event date, we will make every effort to accommodate your request; however, substitutions may be made on the menu. Additional fees and charges MAY apply beyond the agreed upon expenses outlined in your Catering Contract. In addition, if your guest count decreases, your overall cost per person may increase.

## PAYMENT METHODS

- All prices quoted are based on cash/check purchases. For your convenience, we do accept VISA, Mastercard and American Express; however, this payment method is subject to a 3% credit card processing fee.

## WASHINGTON STATE SALES TAX

- Elyse's charges the Washington state sales tax rate for the venue in which the event is located.

## ADDITIONAL FEES

- If your event runs beyond the agreed-upon timeline, or additional services are provided during your event that have not been outlined in your Catering Contract additional fees (including overtime rates), plus gratuity and tax will apply and are payable upon receipt of your final bill. We require a credit card number on file to guarantee payment of these charges.

## ACCOUNT BALANCES, RETURNED CHECKS, UNPAID BALANCES

- Any account balance not paid in full for any reason by the day of your event are subject to a 1.5% service charge per month or part thereof (18% interest per annum, beginning 7 days post event. Returned checks are subject to a \$40.00 fee in addition to the service charge fees on unpaid balances. Any balance that remains unpaid in whole or part 60 days after the event will be referred to a collection agency.

## COORDINATION FEE

- This fee includes Elyse's time spent on your event planning after your initial consultation and proposal are completed. Billable time can include additional onsite visits, administrative time, making changes to your proposal, coordinating specialty linens, rentals, music, florist, photographer, hotel accommodations, valet parking, etc. There is an initial fee of \$200.00 on all contracts requiring coordination over and above catering. Elyse's hourly rate will be charged at \$ 75.00 per hour plus gratuity and tax. Any fees accrued will be billed and payable the next business day after your event.