
















# POLICIES

To assist us in providing you with the best possible service, we would greatly appreciate your cooperation in adhering to the following guidelines when making preparations for your upcoming function.

-  \$500 Non-refundable deposit required to reserve any date.
-  \$1000.00 Non-refundable deposit required to reserve any date for scheduled weddings.
-  If event is cancelled 60 days out from scheduled date, 75% of the deposit will be refunded.
-  If event is cancelled 30-60 days out from scheduled date, 50% of the deposit will be refunded.
-  If event is cancelled 30 days or less from scheduled date, the deposit is non-refundable, however a portion can be applied to a future event scheduled within six month's time from initial event. The amount credited will be based upon product and services rendered.
-  Full payment is due upon arrival of the scheduled function date.
-  Menu confirmation and final guest count must be received no later than one (5) business days prior to scheduled function. If necessary, the number of guests may increase, but not decrease one (1) week prior to scheduled function.
-  Should the function be held in a facility requiring additional fees or permits from Chef By Request, they will be invoiced to the client accordingly.
-  Gratuities are discretionary, and may be added to your final invoice. Please consult your sales associate.
-  Functions booked under the minimum requirement will be subject to an additional charge.
-  Menu items may be subject to seasonal availability and price fluctuation without notice.
-  All menu pricing excludes tax.
-  Remaining leftover food, on location at your event, will be at the sole discretion of Chef By Request.
-  Do to some uncontrollable circumstances, in extreme cases, Chef By Request's event arrival may be delayed. A 1-hour window of time from contracted arrival time may be allotted. In these cases, no financial concession will be made.
-  Chef By Request reserves the right to make reasonable substitutions to food, beverage or rental if necessary, with no financial concessions made.

Due to the increased volume of business during the busy seasons, we encourage you to book your event in a timely fashion. We cannot confirm a date for your event until we have received a deposit to do so, and therefore will continue to book events on that date until we have reached capacity. Chef By Request reserves the right to close-out certain days in order to give all events their necessary attention.

Your event is of the utmost importance to us and to ensure proper staffing and execution, your menu must be finalized one week prior to the event. Final counts for your event must be received seven days prior to the scheduled date as well.

Chef By Request thanks you in advance for your assistance in adhering to these policies. This will help us to better serve you and your guests to the very best of our ability.

\_\_\_\_\_

I agree to the above terms and conditions

\_\_\_\_\_

Date



**Custom Catering To Every Degree!**

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