
















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 deposit required to reserve any date. \$1000 for wedding dates.
-  Events cancelled 30-60 days out from scheduled date, 100% of the deposit will be refunded.
-  Events cancelled 30 days or less from scheduled date, the deposit is non-refundable, but will 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. Corporate customers are extended a maximum of 30 day terms.
-  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.
-  Menu items may be subject to seasonal availability and price fluctuation without notice.
-  Remaining leftover food, on location at your event, will be at the sole discretion of Chef By Request based on safety and sanitation requirements.
-  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.
-  Chef By Request reserves the right to make reasonable substitutions to food, beverage or rental if necessary, with no financial concessions made.
-  Chef By Request is unable to accept any perishable products or consumables to our facility in which the company has not been invoiced.
-  All bar or alcohol products that Chef By Request provides must be removed from premise once the allotted service time is met. All bar packages are sold on a consumption basis only and all remaining provisions belong to Chef By Request.
-  Chef By Request accepts credit card payments from American Express, Visa, Master Card, and Discover. A maximum of \$5000 per event may be paid by credit card. A 3% service charge applies to any amount you wish to charge over \$5000.
-  Restrictions apply for credit card use on events that include industry discount, sponsorship, or gift in kind donations.

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 five 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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Chef
By Request