

## *Special Event Policies 2004*

### *Policies*

*This is a full service Special Events Menu and has certain minimum requirements. Weekend events must meet a \$1,500.00 minimum of food sales. All weekend events **will** require labor, in addition to other operational charges. Some weekday and evening events will require staffing charges according to the scope of the event. Gratuities for staff are not included but are appreciated for a job well done. Please order as far in advance as possible to insure your needs are met. All items on this menu require at least one week notice. We require a cancellation notice of two days on all food orders of 20 to 40 and larger events require five day notice or full fee will be charged. Due to the specialty of the items on this menu, all of the main entrée dishes and side dishes have a **FIRM** 20 person minimum!*

#### **INCLUSIVE IN PRICING**

*All our Special Event Buffets are accompanied with white china dinner plates, stainless dinner fork & knife, white linen napkin and one white table linen for every 10 guests. China salad plates, salad fork and water glasses are also provided for "Sit Down" Events and upon request for Buffet. This menu is also available for drop off with disposable plates and plasticware for 20 to 40 people using paper products only. All other events require staffing. We provide base linen with a decorative linen overlay for the buffet table (Multiple station events that require extra linen are charged according to the needs of the event). Salt & Pepper Shakers and Liters of Water will be provided on the guest tables. Floral touches to include leather fern, babies' breath and "in season" flowers are used on the Special Event Menu Buffet.*

#### **OTHER**

*Specialty China plates, fine silverware, upgraded linen napkins and specialty "guest" table linens are available for an additional fee. (See Rental Page) There is no charge for the use of Checkers Catering equipment (i.e., chaffing dishes, bowls, utensils, and baskets) that are used on our buffets.*

*For any drop off orders, there will be a charge for any lost or damaged equipment for the full amount of purchasing a replacement.*

#### **CLEAN UP**

*The pick up of equipment on any weekday event of 20 to 40 guests that was drop off in nature is scheduled for 3 hours after delivery, unless other arrangements are made with our scheduling department. Please ensure that all of our items are available for pick up at this time. Our pick up includes the removal of all leftover food, due to our insurance policy and liability issues. Please remove and refrigerate any items that you wish to keep **BEFORE** our driver arrives. **We will ONLY be able to leave non-perishable items.** All weekend events AND china service, require staffing, and therefore clean-up will be done by our staff*

#### **SERVICE STAFF**

*Checkers Catering has professional servers to assist with your event, whether formal or casual. Servers are required on events on this menu over 40, and are \$30.00 an hour each with a five (5) hour minimum. All special events require a (5) hour minimum.*

#### **OFF PREMISE CHEF**

*Professionally trained chefs are available for tableside cooking and carving stations at 40.00 per hour (2 hour minimum). Chefs are subject to availability.*

#### **RENTALS/DECORATIONS**

*China, glassware, silverware, linen and decorations are available at current rental prices. Rentals may be in limited supply during the busy seasons. Please order early to insure your needs are met. Professional decorating is available at a reasonable fee and beautiful arrangements are reasonably priced and available in our vases for use at your event. Prices vary depending on your needs.*

*Decorations and theme parties are available for a nominal fee depending on size of event  
Please call for a consultation.*

***Call early to reserve your event at (925) 968-1121***