

~ Catering Policies ~

Deposit & Final Payment: A \$100.00 non-refundable deposit is required to hold a date. The total balance is due 7 days prior to the event.

Confirmation: An event is solidified when the contract has been read and signed by both parties and the deposit has been received. All individuals responsible for payments must sign contract.

Minimum orders: Weeknight events require a \$300 food minimum. Saturdays require a \$1000 food minimum. We do not cater on Sundays. Weekdays do not have a minimum.

Cancellation: The \$100.00 deposit will not be refunded when a client cancels the booked event. The deposit can however, be applied toward a future event if rescheduled within six months of the time the initial event was booked.

Providing Food From Other Sources: Due to our liability insurance no food items prepared by anyone other than *Spice of Life* or another contracted *vendor are permitted to be served alongside our catered events. Cakes are not included in this policy.

Event Times & Staffing: Events are based on a five-hour maximum, requiring two(2) hours for set-up , two(2) hours of food service, and one(1) hour of clean-up of our buffet and prep area. An 18% fee is added to the total food bill for buffet service, other services are billed accordingly.

Guarantee Number: The final guarantee number is due seven (7) days prior to the event. Your bill will be based on this number or the number in attendance, whichever is greater.

State Sales Tax & Gratuity: Ohio requires no tax on food prepared off premise. The gratuity is solely left to your discretion based on your satisfaction with the event.

Photography: *Spice of Life* has permission to use any photographs taken at the event for future advertisement and marketing through print or internet.

Serving ware: Single use plates, cups, napkins, knives, forks, and spoons are included in the menu price. If a client uses non-disposables as service ware and we are expected to wash them, a fee per person is attached.

Leftovers: The customer is more than welcome to all leftovers that were on the service buffet for guests. Take-home containers must be provided by the customer. *Spice of Life* is NOT responsible for any illness that may occur from food not kept at the proper temperature after the event has concluded.

Client(s) _____ Date _____

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Event Coordinator _____ Date _____