



<u>Polícíes</u>

- Deliveries outside of Durham Region are subject to a delivery charge.
- Delivery minimum is \$250.00 before taxes.
- All catering dates must be secured with a \$500 non-refundable deposit.
- Menu selections must be confirmed no later than 16 days prior to event.
- *Final guest numbers must be provided 16 days before the event. Guest numbers cannot be lowered after this date. Guest numbers can be increased but are subject to approval.*

Payment Schedule and Terms:

- *Full and final payment is due* 14 *days prior to event.*
- Acceptable methods of payment are: cash or bank email transfer.
- All china, cutlery and glassware are removed from the guest tables after dessert.
- *Plates (disposable or china) for buffet caterings are not unlimited and are based on 1 plate per person.*
- Bar must be closed during all served caterings.
- Due to insurance policies and health board regulations, any leftover food must remain with caterer.
- Outside food not permitted at any served catering unless authorized.
- Vendor meals will be charged at regular prices.