

**A \$200 NON-REFUNDABLE DEPOSIT IS REQUIRED
FOR ANY EVENT CATERED OFF PREMISE/SITE.**

PAYMENT

- 1 All prices will be subject to a 18% service charge and a 6% sales tax. The 18% is a service charge, not a gratuity. **Gratuity is totally optional.**
- 2 Payment is required 10 days prior to your event.
Should Vintage House Banquets and Catering accept payment the day of the event, it must be in cash, certified check or money order.
No exceptions. Final balance must be collected before the caterer sets up your event.
- 3 Corporate events paying the day of the event must pay by cash, certified check, money order or company check.
- 4 Any event that is booked less than 5 days prior to the event is subject to all additional charges.
- 5 All Major Credit Cards Accepted.

FINAL INFORMATION

- 1 A Vintage House Coordinator will call you 10 to 14 days prior to your event. **At this time we will need all of your final information.**
 - **Final menu selections** (Must be 2 weeks prior to your event)
 - **Final Count** (No later than 10 days prior to your event)
 - **Good directions or detailed map** for the location of your event.
- 2 Changes cannot be made to the menu and your final count cannot be reduced after we have taken final information from you. Although, you may increase your count if it's done 5 days prior to your event. Any changes made less than 5 days prior may/will result in an additional charge.
- 3 Vintage House Banquets and Catering will accommodate the number of people confirmed with us at finals.

If more people show up or there are children who were not included in your final count, we cannot be held responsible.

REQUIREMENTS

- 1 We require (2) 8 ft tables standing and covered with a table cloth when we arrive. Vintage House can cover and skirt your buffet for an additional fee of \$40.
- 2 For most BBQ's we require (3) 8 ft tables or (3) picnic tables standing and covered when we arrive. Vintage House can cover and skirt (3) 8 ft tables for an additional fee of \$60, picnic tables excluded.
- 3 Please leave a spot closest to the food area for Vintage House vehicles.
- 4 A good map or directions to your event location is essential.

TIME LIMITATIONS

- 1 Vintage House Banquets and Catering will arrive one half hour prior to your event. Should your event be a BBQ, we will arrive about 1-1/2 hours prior to your event, depending on your count.
- 2 In compliance with the Health Department's regulations, food can be left out no longer than two hours. At this time, a Vintage House employee will return to pick up our supplies. If there is any food left in the chafers or on the buffet, it will be taken back to our facility. It will then be packaged up and given to the Forgotten Harvest for the Capuchin Soup Kitchens.
- 3 If you should want the food longer than the two hours that we provide, we will then remove the uneaten food and refresh your buffet for an additional cost.

CHEF'S COMPLIMENTS

The Chef's Compliments were designed to be fillers on your buffet table to give everyone something extra to try. If you run out of the Chef's Compliments we do not consider this running out of food.

A \$200 cancellation fee will be incurred for any cancellation within 7 days of the event. A \$100 fee will be incurred for any additional setup on the day of the event.

