

# INLET AFFAIRS

## YOUR EVENT CATERER

### BANQUET & CATERING POLICIES & PROCEDURES

## OFF PREMISE

#### CONFIRMATION OF EVENT | DEPOSITS | PAYMENTS

- Once a proposal is written we can hold our date for up to ten (10) days. The event date will be released after ten (10) days without a deposit and signed contract
- To secure your event date, Inlet Affairs will require a **NON-refundable \$950** Deposit, signed contract & signed policies.
- **Two (2) weeks prior to your function** the full remaining balance will be due. Final Payment can be made with all major credit cards, cash, or certified check. Inlet Affairs requires an updated credit card on file, should any charges occur during your event.
- We accept personal checks one month prior to your event. All personal checks must include a valid driver's license number.
- Payments made after your event date are subject to a **late payment fee**.
- Proposed prices are subject to change.

#### GUARANTEED ATTENDANCE

- A guaranteed guest count is due **Two (2) weeks prior** to your event. During this time period, your guest count may increase, but not decrease. Final billing will be based on this attendance guarantee number or the number served, whichever is greater.
- If no final guest count is received, then you will be charged the original attendance count given at the time of finalization of contract.
- You will be charged for any additional guests and any other expenses incurred by the caterer due to an unplanned increase in guest count

#### EVENT STAFFING

- Inlet Affairs is proud to provide the highest quality product, as well as professional service. We believe our service is just as important as your menu.
- For Inlet Affairs to execute the perfect event, many variables are considered when determining the staffing for your event. These variables include, but are not limited to: the complexity of your menu and the required services at your event.

#### PRODUCTION FEE

- A production fee is applied to all events. It is standard catering practice to add a production fee to food, beverage, and other fees for all events. This fee covers behind the scene operations that are necessary for the production of your event, in addition to the cost of administrative fees, licensing and insurance.
- This is not a gratuity for staff.

#### TAXES

- All menus are subject to an applicable tax rate, based on the county and city in which the event is taking place.
- South Carolina tax exempt certificates must be provided to Inlet Affairs by tax exempt organizations 30 days prior to function.

#### GRATUITY

- Inlet Affairs does not add a gratuity to the invoice for any event. Any additional consideration is provided entirely at your discretion.

## TRAVEL FEE

- A Travel Fee may be applied depending on location.

## TRASH REMOVAL

- Since our vehicles are used to transport food, we do not use them to transport trash. In most cases it is the responsibility of the group contracting the space. Please check with the venue to insure they will have an adequate number of trash receptacles available.
- Should your venue not provide trash removal, Inlet Affairs is able to do so. A trash removal fee of **\$250** will be applied to your contract.

## IA UPSCALE DISPOSABLE PACKAGE

- For \$3.50 per person, Inlet Affairs will provide upscale disposable plates, cutlery, and napkins for any food product and/or food station provided by Inlet Affairs. \*Bamboo, palm leaf, and any other specialty plates and cutlery can be provided for an additional charge

## CAKE CUTTING FEE

- **\$1.50** per person

## MENU TASTING

- We are happy to provide you with a menu tasting for 2 guests. It will be a sampling of the menu created for your event. The cost of the tasting will be determined by the menu selections. All tastings will include a **\$75** service fee that must be paid by the day of the tasting.

## CANCELLATIONS

- All deposits are non-refundable. Events canceled after deposits are received will forfeit the entire amount of the payments made, if the event is cancelled.

INITIAL: \_\_\_\_\_

DATE: \_\_\_\_\_