

MAIN STREET CATERING

MainStreetCateringCo.com • (970) 667-7596

Catering Policies

Guarantees

An attendance guarantee is required one week before your event date. Reduction is not possible after this time. If the count should exceed your guarantee, the invoice will reflect the actual number of people served.

Service Fee

All staffed events over 50 persons are assessed a 20% service fee. Staffed events under 50 persons are assessed a 25% service fee. Drop-off events are charged a service fee of 15%. Extra services, such as dishwashing and tablesetting, may incur additional waitstaff charges. Weddings are charged a minimum service fee of \$600.00.

Gratuities: Gratuity has not been included in your service fee. It is always appreciated and is left to the customer's generosity.

Sales Tax: Sales tax will be applied to your total unless your group qualifies as tax exempt. A copy of your certificate is required for proof of exemption.

Delivery

There is a minimum fee of \$20.00 per vehicle for Loveland deliveries. Fort Collins deliveries are \$25.00 per vehicle. Additional fees are determined by location. Drop-off service which requires equipment pickup will be charged a second delivery fee.

Deposits/Payments

A \$500.00 non-refundable deposit is required at the time of booking to reserve your date. Final payment is due on the date of your event. Payments may be made by cash, check, or credit card. If paying by credit card please call our office with the credit card information within one week of your event date.

Cancellations

Should a cancellation occur, the deposit is forfeited. Events booked without having paid a deposit will be assessed a cancellation fee equal to the stated deposit. Events cancelled within 30 days of the scheduled event date will be charged 50% of the total projected event total. Events cancelled within 7 days of the scheduled event date will be charged 100% of the event total.

Insurance and License

Main Street Catering is fully licensed by the Larimer County Health Department. All our waitstaff is fully insured for workman's compensation and liability.

Your signature states that you understand and agree to comply with the above policies.

Signed: _____ Date: _____