

Grafton Peek Inc. Catering Policies & Procedures

Event Information (Date / Venue/ Names) :

Final Appointments are completed four weeks prior to the event date at which time event details, such as final guest count, menu selections, room set-ups, and other items will be recorded and balance due paid. All event details will be confirmed at this final meeting. All alcohol, specialty linens & services requests are required at least four weeks prior to the event date. Any specialty alcohol requested must be paid for in full at this time.

Room Rental: Grafton Peek Catering's exclusive venues are rented for four-hour event periods. Additional time can be rented in advance for an additional fee, including any staff and services provided. Additional time for Arrival & Ceremony starts at \$350.00 for three hours.

Exclusive Caterer: Grafton Peek Catering reserves the right to be the sole caterer for all food & beverage.

Confirmation Deposit: A \$500.00 Confirmation Deposit is necessary to secure the event date. The Confirmation Deposit will be applied to the total event balance. Event date and time is secured with payment of the Confirmation Deposit. The Deposit is fully refundable for 30 days after the Booking Date. Confirmation Deposits may be transferred one time. Deposits will not be refunded after the 30 day period.

Menus & Services: We can custom design a menu and service package to meet your taste and budget. Events secured over twelve months before the event date are subject to general price changes related to market or other price increases. Room rental rates are guaranteed and fixed as of the Confirmation Date.

Linens Fees: White, black or ivory linen tablecloths and choice of color napkins, includes white skirting are provided for a reasonable fee per guest. Custom color linens & chair covers can be provided for an additional fee.

Audio / Video Presentations: It is the responsibility of the client to ensure that their A/V presentation works prior to the event. Grafton Peek, Inc. is not responsible for video and other presentations that do not function properly.

Bar Responsibilities: Bartending and Management staff reserve the right to discontinue serving alcohol to any guest acting in an improper manner.

Security: Grafton Peek, Inc. reserves the right to require security on staff at any facility in which we are serving alcohol. In the event security is required, the client is responsible for the direct cost. In most cases, security is necessary at sorority formals, college events, and outdoor events with over 250 guests.

Guaranteed Guest Count: A final guest count is to be confirmed at the final appointment. Once you have finalized there are no refunds for decreased guest count. After payment, you are able to increase your guest count up to 10 days prior to the event date. The client will be responsible for priority delivery fees if applicable.

Rehearsals & Decorating: Rehearsals and decorating that take place after 4:00 pm are charged a \$50.00 per hour fee. This fee includes a staff member on site.

Payment: Payment in full for each function is to be made four weeks prior to the day of the event. Acceptable forms of tender are: Cash, Cashiers Check, Business Check, Personal Check and / or Credit Card. All credit card transactions for final payment will be subject to a 3% service fee.

Damage Deposit: Although there is generally no damage deposit required, we will contact you if damages occur and discuss settlement. By signing below, or on your event statement, you acknowledge that you clearly understand you are financially liable for any damage to the event center (indoor & outdoor) as a result of your function. Grafton Peek, Inc. reserves the right to receive a \$500.00 damage deposit.

