

Private Catering Payment Terms & Conditions

Deposits -

a) In order to reserve your day and time, a \$500.00 retainer is due now. The retainer is applied toward your final bill and is non-refundable in the event of cancellation.

b) Deposit of 10% of the total estimate is due when menu and pricing have been established. Your estimate will appear in the form below:

Food: \$/person or total food cost including prep

Labor Cost: hours/ # of staff/ amount

18% shop fee: this covers operation costs and damage waiver on Sassafrass-owned equipment

Subtotal:\$

Maine state Tax(7%):\$

Total Estimate:\$

Gratuities for the staff is not included in your bill. You may include gratuity in your final check, in cash at the event, or in a check or cash after the event.

Guaranteed Number - When you first book a catering date you will give me an approximate guest head count. This head count is how I determine the number of staff needed and the per-guest cost of your event. **A guarantee of the actual number of guests attending your function is required 7 days in advance. You will be charged a minimum of your week in advance head-count number, even if fewer guests end up attending.** (ex: One week before the event you give us a head count of 100 guests. Two days before the event, five people decide they won't make it. You will still be charged for 100 guests.)

In the event that your numbers increase please let us know immediately. We base our ordering and food preparation on your week-in-advance guarantee and need at least two days to procure ingredients for extra guests. Your final charge will reflect any additional guests over your guarantee.

Payment - Final payment is due one week prior to the event. Because the event day is busy for all parties involved we ask, please, that you honor the week in advance payment rather than handing us a check day of. If there are any remaining charges after the event, you will receive an emailed invoice detailing those charges. Due to the rising cost of doing business by credit card, payment is requested in the form of check or cash. Please mail payment to:

Sassafrass Catering

P.O. box 813

Bar Harbor, ME 04609