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## Catering policies

### When we don't do food for you at our place

If you would like to rent our restaurant without food service, the fee is \$50 per hour. There will also be a \$50 damage deposit that is refundable after your event if the place is left as you found it.

If you bring your own refreshments we are unable to let a non-employee use our kitchen or equipment per our insurance policy.

### When we do food for you at our place

If we cater your event in our facility the total charges for the **food** will be deducted from the facility fee. (example: You start decorating at 3:30 for your event and leave at 9:30 = \$300.00 facility fee. If your **food** total is more than \$300.00 you will not have to pay a facility fee.)

### When we do food for you anywhere else

You will just pay for the food and when necessary the disposable chafing dishes at \$10.00 each. Be aware that if you don't see what you want on our menus I'll be happy to customize just for you. Depending on the type and size of your event we may need to stay and bring additional employees. (See help with catering below.)

### How much food?

Food will be prepared based on the number of guests you tell us you will have. In the event that you choose more than one entrée be aware that you will need enough so that everyone can have at least half a portion of each entrée. It's just human nature to want to taste it all!

### Help with catering and cleaning

If we are bringing the food to you, I will deliver and set up at no additional charge with a \$100 minimum order in a 10 mile radius. If you need help serving there will be a charge of \$20 per hour for each helper. Unless your event at our restaurant is very simple with **no tables moved or food furnished**, you will need **at least** one employee to help. You will be charged \$20 per hour for the employee **until they complete clean up**.

### Linens

If you would like for us to cover all tables and/or supply linen napkins at our facility we are happy to do that. Let us know what colors you prefer and we will charge nominally according to what our linen company charges us. Normally table cloths and napkins will be \$50.00. We can also bring linens to you. We will be happy to give you a price according to the size of your event.

### When is the \$\$ due

Unless you have an account with us, we require a 50% payment at least 2 weeks prior to your event. Deposit will be refunded if event is cancelled more than 7 days before the event. If cancelled less than 7 days before the event you forfeit your deposit. Damage deposit (if required) is due then as well. Your final balance is due with a credit card at the beginning of your event. Damage deposits will be refunded immediately upon inspection of premises.

**We want to make everything as easy as possible for you. Please let us know everything we can do to help make it so.**

Agreed to on : \_\_\_\_\_ by : \_\_\_\_\_

\_\_\_\_\_(Dick's Uptown Café)