

Policies & Procedures

Per person price includes: Linens for the buffet table and plastic tableware; specialty plastic tableware is available for an additional charge. Applicable sales taxes will be added to total bill; if you are tax-exempt, please have the tax ID number available. Rentals can be arranged for you by A Catered Affaire staff. Any equipment items delivered to client's event location become the responsibility of said client. If appropriate, an additional delivery fee for rental items will be added to the total bill.

All invoices will be subject to a delivery fee of \$25 in area. For out-of-area events, please call for specifics.

Terms: Payment due within 10 days of receipt of invoice, unless written arrangements have been made prior to event. A carrying charge of 1.5% per month will be placed on invoices unpaid after 30 days.

Credit Cards Accepted: Visa, Mastercard, Discover & American Express * Additional 3.5% service added for credit card payments.

Cancellation Policy: 100% of charges will be billed if less than 24-hour notice from scheduled delivery time is given for cancellation, or guest count reduction, unless otherwise stated in contract. 50% of charges will be billed if changes are made between 24-48 hours of scheduled delivery time. For events that require 100% prepayment, no monies will be refunded; regardless of notice given.

Weather Policy: In case of inclement weather, cancellation policies apply, unless we are unable to travel to your event site.

Deposit Policy: For parties of 100 guests or more, a \$200 deposit will be required to reserve date. Deposit is refundable up to 90 days prior to event. Two weeks prior, payment in full will be required based on anticipated number of guests. Guest count may not be decreased after this time. However, you may add to your guest count, and we will accommodate them if given notice at least 48 hours prior to event.

Cake Cutting: Toppers will be given to the Contact Person all stands, and décor will be disposed of unless it has been specified in the final bill given.

All prices, policies and fees are subject to change.