

## GENERAL INFORMATION AND POLICIES

Please read carefully!

### Left-over policy (NO EXCEPTIONS)

**Elite Catering does not leave left-overs.** In accordance with the Dept. of Health official recommendations requiring that food remaining within temperature danger zones for extended amounts of time may not be released to you or your guests. Elite Catering does not send any food items home with guests in any form. We enforce this policy to minimize the risk of food borne illness due to improper handling or storage of leftover food items. We appreciate your cooperation. For all drop off catered events, acceptance of the order by the customer releases Elite Catering from all claims and liability of food borne illness at any time following the point and time of delivery. Elite Catering recommends that you never re-serve any food item that has not been completely used during the time it was intended. Elite Catering prepares an abundant amount of food to ensure that your last guest receives the same quantity and quality as your first guest.

### Reserving the Date

It is the policy of Elite Catering, to receive a reservation fee for reserving an event date. This fee is non-refundable and this fee will be deducted from the total amount of catering service upon the time of final invoicing.

For groups up to 100 the reservation fee is \$100.00.

For groups over 100 the reservation fee is \$250.00.

For groups over 200 the reservation fee is \$500.00.

- **Special menu requests** can be arranged through the Banquet Sales Director; Debbie.
- **All banquet menu** selections must be made a minimum of thirty (30) business days prior to the date of the function.
- **Due to fluctuation in prices**, Elite Catering cannot guarantee meal prices until 30 days prior to any event.
- **One time functions** will be handled as follows:  
50% deposit is required with the return of the agreed menu selection. (30 days) 100% of the estimated costs must be paid 10 days PRIOR to the event by either: cash, check or credit card.
- **All food must be purchased** through Elite Catering with the exception of wedding or anniversary cakes, mints and nuts. If you are bringing and cutting your own cake you are responsible for your own disposable plates and forks.
- **Cake cutting services:** groups up to 100 = \$50, groups of 100-200 = \$100, groups over 200 = \$150.  
\*This price includes disposable plates and forks.
- **Carving of Meats by the Chef** is an additional charge: \$2.00 per person
- **All prices are subject to an 18%** service charge and 5.5% state and local sales tax. WI state law requires that tax be added to all food and service charges for catering functions.
- **Groups requesting state tax** exemptions must submit a copy of their tax exemption certificate prior to a scheduled event. This can be mailed or emailed to elitecatering4you@gmail.com
- **Larger catering functions** requiring service shall be entitled to 1½ hours of service for groups up to 200, larger groups may require more time. After the 1½ hour allotted time you will be billed on a per hour rate as follows: Chef Michael \$24.00 per hour and support staff \$18.00 per hour per member. It is important to stay on schedule. We want your food served while it is at its best.
- **Delivery, setup and fuel surcharge** of \$15.00 for a 25 mile radius or .565 cents per mile (or current yearly rate) past the 25 mile radius.
- **Children's prices: Ages 5-10:** ½ price Under 5 years: Free

Elite Catering • 648 W Mulberry St • Baraboo, WI 53913

[www.elitecatering.info](http://www.elitecatering.info) • Phone: 608-355-2456 • Email: [elitecatering4you@gmail.com](mailto:elitecatering4you@gmail.com)

## **On Premise Fee**

Our menu is fee friendly and designed to be done in parks or private property. We have not included the "on premise fee" charge for various establishments that charge an additional fee to the caterers. Those fees will be added to your final bill.

## **Guarantees**

- **Confirmation of the number of guests** to be made no later than 14 business days prior to the date of the function. You may add to the guaranteed count until 48 hours prior to the service. Once given, a count may not be lowered. If no guarantee is received, Elite Catering reserves the right to base billing charges on the expected number of guests noted at the time the function is booked.
  
- **Meal charges will be based on guarantees as follows:**
  - ❖ The guarantee
  
  - ❖ The actual number of guests served if greater than the guarantee
  
  - ❖ The expected number if no guarantee is received
  
- **One time functions will be handled as follows:**
  - ❖ 50% deposit is required with the return of the agreed menu selection. (30 days)
  
  - ❖ 100% of the estimated costs must be paid 10 days PRIOR to the event by either cash, check or credit card.
  
- **For corporate functions** the balance due will be paid in full at the end of the function, unless prior arrangements have been made. Past due balances will be subject to 1.5% service charge per month.