



# Sassafras Savouries.com

## Café & Catering Company

693 Brunswick Street, Prince George, BC, V2L2C2

Tel: 250-563-9941, Fax: 250-564-3810

[info@sassafrassavouries.com](mailto:info@sassafrassavouries.com)

[www.sassafrassavouries.com](http://www.sassafrassavouries.com)

## Policy Sheet

### Menu Prices...

Menu prices are based on the estimated number of guests. If numbers are reduced, the overall cost per guest will increase.

### Beverages...

We provide wine, beer, spirits, for a minimum handling fee of \$50.00, or 30%, whichever is greater, on the total order placed, and a 10% restocking fee on any bottles that are returned unopened and undamaged will be charged.

### Service Charge...

A 15% service charge is charged on all products and services provided by Sassafras Savouries. We also charge a cleaning charge, depending on the number of chafing dishes which are not rinsed.

### Service Staff...

Sassafras Savouries will schedule staff according to the style of service required. Charges for service staff are based on a minimum of 4 hours, including travel time for staff who leave and return to Sassafras

### Equipment...

Sassafras Savouries serves hot food in chafing dishes, desserts on stainless platters, and salads in glass bowls.

**Rentals...** We are happy to arrange for rentals once your menu has been determined.

**Contracts...** Upon confirmation of an event, a contract will be sent to the client for signature. A non refundable deposit is required to confirm and reserve the date if booked prior to 30 days before the event. A 50% deposit is required 30 days prior to the event. The balance is due upon receipt of the invoice.

**Delivery Times...** We do our utmost to deliver foods prior to your requested time, however, due to the logistics of loading and transporting large quantities of food, and unforeseen circumstances, delays can occur.

**Guarantee...** A guarantee of a minimum number of guests is required 5 business days prior to your event. All charges will be based on the guarantee, or on the increased actual number of guests served.

**Cancellations...** Cancellations made within 5 business days of the event will be charged 100%. A refund of 25% of the deposit will be made for cancellations made within 30 days of the event.