

## Expressly Yours Catering Policies

Orders can be placed by the following methods:

Phone: (717) 652-8524

Fax: (717) 909-8633 (requires 7-day notice)

Each order requires the following information:

Date, time and type of event

Full name, address, phone number and email, if applicable

Number of guests anticipated

Possible menu selections

Any other services or items needed, including rentals, tables, linens, china, etc.

Any special requests

Minimum catering order for lunch is 15 people or \$150.00, and dinner 20 people or \$250.00

Orders placed less than 3 days in advance are subject to limited menu options or chef's choice.

### GUEST COUNT

Final guest count must be given 3 days in advance for lunch orders and 5-7 days in advance for dinners and social events. Food portions are provided according to the count given plus 5-10%. Reasonable attempts will be made to accommodate additional meals, however, we will not be held responsible for meals not provided over the final count. Additional costs may incur for additional menu items provided. Final count must be within 20% of the original anticipated guest count.

### CANCELLATION

Cancellations less than 48 hours prior to any event will be billed for the full amount of the event, less event staffing and gratuity.

### DEPOSITS

Deposits are required for any event with an estimated cost over \$1,000.00. Larger events may require an additional deposit prior to the event. Payment in full is expected upon delivery for all events, unless prior arrangements have been made. Deposits are NOT refunded if cancellation occurs less than 30 days prior to an event. A 25% cancellation fee applies to any cancelled event, regardless of when cancellation occurs.

### PAYMENT

Payment is expected upon delivery and can be made by personal check, cash, and credit card. A 1.5% fee applies to credit card payments. 6% sales tax will be added to ALL orders.

### DELIVERY

Reasonable delivery fees are added to all events, depending on locality, food quantity, equipment needed, accessibility to site or set up area, and time of day.

Lunch time deliveries are between 11:00 a.m. and 2:00 p.m.

Dinner deliveries are from 4:00 p.m. to 7:00 p.m.

Lunch and Dinner deliveries are made approx. 15-30 min prior to start time. Lunch set up is left on site for approx. 2 hours, unless prior arrangements have been made

### GRATUITY

Lunch orders require a 15% fee and larger events and social events require an 18 to 20% fee

Servers, bartenders and buffet attendants will be billed as a separate charge with a minimum of 4 hours of service.

Actual charges are not final until completion of the event.

## RENTALS

Tables, chairs, linens, china, tents, dance floors, etc. are available for an additional charge.

## ADDITIONAL ITEMS AND CHARGES

Flowers, table decor, candles and other additional items will be quoted and accepted by customer prior to an event.

Expressly Yours Catering can assist with bar set up and bartenders, at an additional charge. Expressly Yours Catering carries liquor liability insurance, however, we reserve the right to regulate alcohol consumption, address guest problems arising from alcohol consumption and any other matters relating to the serving and consumption of alcohol, at their own discretion.

Bar set up requires an additional \$2.00 per person for cups, ice, bar utensils, and condiments

## LEFT OVERS

Due to health regulations, excess food items may not be left on site or removed by customer from any event. All food is removed from the premises and discarded.

## EQUIPMENT

Items used to present or serve food is the property of Expressly Yours Catering, including trays, linens, serving utensils, chaffers, warming units, linens, china, decor, etc. Customer will be billed for any missing items.

Expressly Yours Catering  
5817 Linglestown Road  
Harrisburg, PA 17112

1/30/07