

# Catering Policies



## **Ordering**

Due to the complexity of Beaufort Grocery Co. menu items, we must require at least a 72-hour advance notice when ordering most menu items. Rush orders are accommodated when possible. For catered events, prior notice is at least seven (7) business days. To ensure our availability, it is best to contact Beaufort Grocery Co. to cater your event as early as possible.

## **Booking Fee**

All clients are charged a one time non-refundable \$500.00 booking fee to guarantee time and date of their function. Once we receive this fee we can then begin to arrange the details of your party.

## **Deposits and Payments**

A deposit of fifty per cent (50%) of the estimated total bill is required 60 days prior to scheduled function. The balance is due two (2) days prior to the event date. Beaufort Grocery Co. accepts cash, approved checks, Visa, MasterCard and Discover.

## **Cancellations**

If a cancellation occurs anytime within 30 days of a serviced event, we reserve the right to retain the deposit and all monies collect to that date. We will be happy to make changes or, if necessary, to cancel a "Food Only" order up to seven (7) days in advance. For peace of mind, Beaufort Grocery Co. also offers cancellation/hurricane insurance. From November 16 through June \$1.00 per person; from June 15 through November 15 \$1.50 per person with a minimum charge of \$100.00. With a twenty-four (24) hour notice we will gladly reschedule our part of your event at or earliest possible convenience.

## **Guaranteed Confirmations**

An approximate guest count is requested two weeks in advance of your event. A guaranteed guest count is required seven (7) business days prior to your event. This guaranteed can be increased, but not decreased, after the required seven (7) days. The billing amount is based on your guaranteed count and any additional persons served.

## **Customer Provided Food**

We understand you may desire to serve a small amount of your own food at your event\*. Our insurance carrier will not allow us to handle any foods other than those prepared in our own licensed and inspected kitchen. We suggest a small sign displayed by the dish to give personalized credit where credit is due.

\*a small amount is defined as less than ten per cent (10%) of the total.

## **Alcoholic Beverages**

All alcoholic beverages at Beaufort Grocery Co. catered functions are to be purchased through Beaufort Grocery Co. unless prior arrangements have been made and agreed upon.

## **Travel Expenses**

For events outside Carteret County, clients will pay for employees and equipment to travel based upon location.

**Leftovers**

Due to Health Department Regulations, all food provided by Beaufort Grocery Co. must be served by our service personnel who maintain the integrity of proper holding temperature. We are unable to leave any food without proper supervision as to its' consumption after the event.

**Service Personnel**

Our staff is experienced and caring. They arrive on sight approximately 1-2 hours ahead of the scheduled guest arrival time. Our charge is \$85.00 per server for the first four (4) hour minimum. Bartenders are the same. For extended periods of time, there is a charge of \$20.00 per person per hour.

**Sales Tax**

A 6.75% sales tax is figured on totals of food, beverage and party equipment.

**Disclaimers**

All Federal, State and local laws with regard to food and beverage purchases and consumption are strictly adhered. The Beaufort Grocery Co. and 115 Queen Street are not responsible for any loss or materials, equipment or personal belongings. All food prices and catering charges are subject to change without notice.

**Equipment Rental**

The Beaufort Grocery Co. is able to provide most equipment needs for any function with a service of 15% on all rentals.