

Beaufort Grocery Catering Policies



Beaufort Grocery Catering Policies Rental / Booking Fee

All clients are charged a one-time non-refundable \$750.00 rental/booking fee for use of our catering annex and to guarantee the time and date of their function. Or a one-time non-refundable \$1500.00 rental/booking fee for use of both our catering annex and back patio area, and to guarantee the time and date of their function. Once we receive this fee, we can then begin to arrange the details of your party.

"To Go" 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 "To Go" 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 "To Go" event as early as possible.

Deposits and Payments

A deposit of fifty percent (50%) of the estimated total bill is required 30 days before your scheduled function. The balance is due two (2) days before the event date. Beaufort Grocery Co. accepts cash, approved checks, Visa, MasterCard, American Express, and Discover.

Cancellations

If cancellation occurs anytime within 30 days of a scheduled event, we reserve the right to retain the deposit and all monies collected 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. With notice, we will gladly reschedule our part of your event at our 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 before your event. This guaranteed count 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*, however, our insurance carrier will not allow us to handle any foods other than those prepared in our own licensed and inspected kitchen.

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.

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 \$25.00 per employee per hour (minimum of four hours) and bartenders are the same. For extended periods of time, there is an additional charge of \$20.00 per person per hour.

Sales Tax

A 6.75% state sales tax is figured on all totals.

Service Charge

A 20% service charge is figured on all totals of food and beverage.

Disclaimers

All Federal, State, and local laws concerning food and beverage purchases and consumption strictly adhere. Beaufort Grocery Company and All Park Corporation are not responsible for any loss of materials, equipment, or personal belongings. All food prices and catering charges are subject to change with notice given to the client as soon as possible.

Equipment Rental

Beaufort Grocery Company can provide most equipment needs for any function with a service of 15% on all rentals.

Light Removal Fee

Should you decide on rentals, Beaufort Grocery Company will charge a \$250.00 fee for the removal of our patio lights, as tents cannot be erected with them hanging.

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