

## ***HAWTHORNE CATERING CATERING INFORMATION***

### **Menu Selection**

The menu selections included in this presentation intend to represent the variety of inventive combinations that can be prepared by our Chefs. Our Catering Staff can also make seasonal recommendations to assist you with designing a special menu unique to your event. Menu prices are subject to change. Hawthorne Catering will guarantee banquet menu prices sixty days prior to your event.

### **Beverage Arrangements**

Our Catering Staff will be pleased to assist with choosing appropriate wines and other beverages to complement your menu. A standard bartender fee of \$100 will be charged and we require at least one bartender for every seventy-five guests. See Hawthorne Catering beverage menu for other associated charges and additional information.

### **Table Linens**

Hawthorne Catering provides a selection of tablecloths with complementing napkins. We are also pleased to arrange for specialty linens at an additional cost.

### **Coat Check**

A hosted coat check may be arranged at a charge of \$75 per 150 people plus \$0.75 per wrap will be added to the master account.

### **Special Services**

Our Catering Staff can assist you with any special needs for your particular function, such as floral arrangements, ice carvings, limousines, suggestions for musicians and photographers.

### **Guarantee**

Your function should be completely designed, including menus and all environmental details, 14 days prior to your event. The final guest count must be communicated to the Offsite Catering Manager five days prior to the event. The number shall constitute a guarantee, not subject to reduction. In the event a guarantee is not received, Hawthorne Catering will assume the original anticipated attendance. Hawthorne Catering will prepare 5% above the guaranteed attendance upon request.

### **Prepayment/Cancellation**

A deposit is required at booking. Three-business days prior to the function the remaining estimated balance is due in the form of cashier's check, certified check or credit card. Please be advised that we do not accept personal checks for the last payment. All deposits and prepayments are non-refundable and non-transferable. If cancellation occurs fewer than 30 days prior to the event, Hawthorne Catering reserves the right to charge up to 100% of the anticipated costs for food, beverages and rentals. If cancellation is made 31 to 60 days before the event, Hawthorne Catering reserves the right to charge up to 50% of those anticipated costs.

### **Other Fees & Details**

A coordinator charge of \$75 is required.

All food and beverages incur 6.25% state sales tax, 13.5 % service charges and 6.5 % banquet incidental fees.

Should the number of guests for the function fall below 16 guests there will be a labor set-up charge of \$25 added to the final bill.

Additional costs will be incurred for the rental of electric chafing dishes for hot/warm buffet items in Bartlett/Copeland Galleries.

If the client provides a cake to be served by Hawthorne Catering, a cake fee of \$1.00 per person will apply. This fee is waived if Hawthorne Catering provides the cake and our Catering Manager is happy to assist you regarding selections and pricing.

### **China, Glass and Silver Fees**

Rentals for up to 250 people are included in the menu prices. Additional may be required for parties larger than 250 people at an additional cost.