



CATERING GUIDELINES

GOURMET LOVER'S CATERING

The size of your event does not dictate the importance of the occasion! Menu alternatives are limited only to the imagination.

Our food and service standards are professional and consistent and always carried out with our customers in mind.

Whether it's an office meeting for 15, or a company celebration... we guarantee timeliness, the meeting budgetary obligations, and 100% dependability in supporting your needs.

ON-SITE CATERING

- Morning work sessions
- Working luncheons
- Afternoon breaks
- Training meetings

We set up every meeting with flair making sure the presentation is convenient, all utensils and condiments are available, and the food is meticulously placed and freshly made specifically for your event.

We can customize any menu. Please call the Event Manager for suggestions.

LEAD TIME

Usually, we prefer 72 hours advance notice for our events however, we can possibly accommodate late orders Please call us for availability.

LAST MINUTE ORDERS

We will always do our best to accommodate your last-minute order, however, we appreciate your understanding that menu selection and delivery time must be flexible.

ON-SITE CATERING

PLACING YOUR ORDER

We prefer that you use our website to place your order which is available on-line at www.gourmetloverscatering.com

Please have the following information listed on the Catering Request Form:

- Your name
- Phone number
- Beginning or setup time of the event
- Ending time of the event if cleanup is required
- Location of the event
- Number of guests
- Billing code for your accounting dept if necessary
- Food and beverages with quantities listed

DELIVERY CHARGE

A one- time delivery fee of \$35.00 will be added to all catering orders up to 8 miles from our kitchen. \$3.25 per additional mile beyond 8 miles will be charged. Additional set up fees might be charged if multiple rooms, drop offs or set up is required.

HOURS OF OPERATION

Our hours are 7: 00a.m. – 4:00 p.m. Monday through Friday. Additional labor fees will be applicable for catering events requiring delivery before or after regular hours.

VIP & OFF-SITE CATERING

**Please keep us in mind for all your events.
We would like to handle the following special occasions for you!**

DEPARTMENTAL, CAMPUS-WIDE OR COMPANY-WIDE:

- All-employee theme parties
- Cocktail receptions
- Corporate holiday events
- Tented parties
- Offsite personal and corporate dinners
- Barbecues and picnics

***Please contact our Event Manager so that we may
customize a catering proposal for you.***

ADDITIONAL SERVICES:

We will be happy to provide you with a customized set up for your event. Please allow 30 days' notice prior to properly plan your event. The following vendors would be paid directly:

- Rental China and Silver Service
- Custom Linens
- Flower Arrangements
- Balloons and Decorations

VIP & OFF-SITE CATERING

STAFFING GUIDELINES

Chef/Cook services might be required based on the type of event and are charged at \$150/\$75 hour respectively

Wait staff is charged at \$50/hour with 4 hour minimum.

BUFFET SERVICE

- 0-25 guests - 1 server
- 26-49 guests - 2 servers
- 50-74 guests - 3 servers
- 75-100 guests - 4 servers

SIT DOWN PLATED SERVICE

- 0-15 guests - 1 server
- 16-29 guests - 2 servers
- 30-44 guests - 3 servers
- 45-59 guests - 4 servers

EVENT CANCELLATION POLICY

We require 48-hour notice cancellation via email up to 20-person delivery. For events larger than 20-person delivery we require a full week's(7 working days) notice Less than the above listed notice will result in 50% charge for food purchased.