

Booking/Deposits/Final Invoice - \$500 deposit secures your date. We turn away other wedding business for your date and focus only on you.

You are not booking for the menu, services, or the exact price in your quote (how can you? You won't know your final guest count for quite some time yet!).

We allow you to adjust/change your menu up to 3 months before your event. Don't worry about finalizing your menu upon securing your date. We have time to work out the details. This allows you to meet with Chef Jason, talk with your family, etc. and not have to feel pressure to know all your menu details right now. However, you will have a very good idea of your general pricing before you secure your date.

Do not pay in full until we have adjusted your invoice for your final guest count 2 weeks before your event as all payments are non-refundable. We don't want you to over-pay in advance for 5 people who RSVP no.

Catering Due Dates:

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3 Months before event

- Final Menu changes due
- Minimum Guarantee due
- Approximate 50% Deposit due - confirms the event is a GO!

2 Weeks before the event

- Final Guest Count due
- Final Timeline due
- Names of Guests with Dietary Restrictions/Allergies due

2 Days before event

- Final Balance due

1 Week After Event

- Review City Moose on:
Google, Facebook + Wedding Wire

CITY MOOSE
EST 2016
CATERING

There are many variables that can change the balance of your final invoice; final guest count, labor/service needs, menu changes, service changes, the market price of food from today to the date of your event, etc. Your quote is simply that, a quote and it is not the final amount you will be invoiced. We make these changes very clear to you when they happen. Along the same lines – in the event of a last-minute supply chain issue – we would not leave you hanging and show up empty handed. We are here for you and would make something else similar, if not better happen for your event so that no one would know it was not the original plan. We have

your back 100%.

Staff– Both Stacy + Chef Jason are the folks you work with directly to create your meal and service package. You will work closely with Stacy to finalize all the details of your catering agreement from Day 1 to Go Time. Our well-trained team will have all the tools and supplies needed to execute your event. Chef will cook the food for your tasting and Chef will cook the food for your wedding. You can rest assured there won't be strangers executing your meal the day of your event.

Vendor meals – Any vendor may eat off the buffet for free, you don't need to include them in your guest count. Any other type of meal (Plated, special dietary restrictions) cost 50% of the guest price.

Dietary restrictions/allergies – we ask for these counts 2 weeks (14 days) before your event with your final guest count (you simply will input the details right on your client portal).

Rather than paying for a whole dish to feed the buffet, we recommend a cost-effective alternative where we accommodate just the handful of folks on an individual basis who may need special accommodations.

There is no additional charge as you have already paid for a guest meal for them, and we want to make sure they have a substantial meal at your wedding and not just salad! We will prepare what's seasonal and Chef's Choice and try to have it make sense with your menu.

If you'd rather plan for specific meals for these guests ahead of time (not Chef's Choice) we can certainly accommodate your requests for an additional fee).

Service fee – This is a percentage of the pre-tax subtotal. It includes all the behind-the-scenes costs; administrative planning, insurance, travel, maintenance, repair, other costs of running a catering business to execute your event flawlessly. At City Moose, we also include some extras.

The use of décor/display ware that we bring - let us know if you need a cake stand or cupcake tiers. Our traveling catering kitchen – trailer rigged with commercial convection oven run on propane w/backup generator. No additional fee for cake cutting (lump it into this category) – just let us know you'd like us to cut your cake and Chef will bring his fancy knife. Years of Day of Coordination experience so we'll help find your cake topper/notice when the lights/candles haven't been lit and jump in to help make sure your entire day goes smoothly.

On-site cooking – For almost every event (weather permitting) we bring our own commercial oven with us and a catering trailer. We bring all the tools we need to do our job. The exception would be if you have a plated meal we may need you to supply extra tables/tents for plating if your venue is not a banquet style facility. We prep the food at our commercial kitchen, chill the food and safely transport it cold to your venue. We arrive ~2 hours before the ceremony and set up the kitchen and stage the service area. We cook + finish your food on site so it come out hot, safe, fresh and delicious – with flexibility for timeline changes. If your venue may not allow for 1.5 hours of uninterrupted set up time for our staff to stage your food areas, please let us know so we can arrange, in advance, to arrive early as needed.

Dinnerware – we provide amazing Premium Disposable Dinnerware which costs less than real China because we need less staff to execute the handling of this (thus your labor fee is reduced. Another benefit to disposables is they are much more efficient when clearing the tables. Rather than having staff STILL clearing china plates during after dinner formalities, we can clear disposables in a flash! We can share photos via email and let to experience examples at your tasting/meeting with us. If you choose real China, we are happy to consult on quantities and recommend 2 rental companies: [Special Events of New England](#), [Designs by Anna](#) or [PEAK Events](#).