

Catering Guidelines

- Get as much information as possible the initial conversation (resident, event type, date, time, number of people) Contact information of the person booking the event is essential
- An event sheet with initial info as well as contact info will be filled out on the first conversation with the customer. This sheet will be hung on the office bulletin board for Erin
- Send another copy with notes attached to Erin
- As far as room rental charges, a restaurant “buy-out” that results in the total closure of the restaurant will require a \$500 charge for non residents. This will guarantee the entire space for the entire day. A buy-out charge for the residents is at John and Erin’s discretion
- If a reservation is booked for the main restaurant, and it is a seated lunch for more than 20 people, they will receive a limited menu per Erin’s discretion
- For any other type of event (baby shower, birthday, wedding, etc.) that is a seated luncheon and will require an entire dining space (including the side room) there will be a \$100 room rental fee. This is our policy and is set to cover foh and boh labor, lights, water etc. This ensures that we receive compensation in the event that ample money isn’t spent on food and drinks
- Residents technically have room rental fees waived, unless it is a buy-out
- We do not allow outside food or drink during business hours. Desserts are ok for events during business hours.
- For events that require a buy out or a room rental fee, there is a catering contract that will need to be filled out. The contract will require a deposit prior to the event, as well as a head count no less than one week prior to event. This ensures no last minute changes to headcount, or any confusion for the customer about rules, costs and procedures
- After event completion of any major event, the contract sheet with all applicable info including menus, will be saved in the file cabinet for future perusal
- Do not discuss any customer questions about food. Please immediately send them to Erin when it is time to choose a menu
- The event space upstairs has separate menus to be used in the rental of the space. If it is less than 10 people, they will be offered full menu’
- The appetizer menu requires a minimum of 15 people to book
- There is a minimum of 1 week required to book any event with food for more than 20 people, this especially applies to the “appetizer catering menu”
- Again, forward and food related questions to Erin