

## **Green Planet Catering (GPC): Event Policy**

**Menu Planning:** To assure adequate planning and preparation time, menu plans should be completed a minimum seventy-two (72) hours in advance. Our Event Coordinators are experienced in suggesting and arranging a variety of themed events.

**Guarantees:** We must have your guaranteed menu and headcount no later than 72 business hours prior to all events. If your guarantee is not received, your expected (estimated) number will become your guaranteed number. You will be charged for the number guaranteed. Orders for Monday of the next week must be placed by Friday noon.

**Cancellations:** Should you cancel your event, your 50% deposit is non-refundable. Cancellations due to weather will be handled on a per-event basis.

**Beverages:** Green Planet Catering holds a license to sell beer and wine. If a customer desires grain-alcohol we can provide bartenders to serve but can not sell grain-alcohol directly to the client under GPC's license. Customers wanting to purchase their own alcohol and have GPC provide service must retain a one-day alcohol license for each specific event. Requirements could vary depending on event space.

**Banquet / Meeting Rooms:** Green Planet Catering is an approved caterer at most meeting and banquet facilities in the area. These locations range in size from small meeting spaces to large facilities for over 500 people. For recommendations please visit the "Approved Venue" section of our website or speak to one of our Event Planners.

**Liability / Damage:** Green Planet Catering will not assume responsibility for damage or loss of any merchandise or articles left in the facility prior to or following any events. Green Planet Catering cannot assume responsibility for personal property and equipment brought on to the premises by a client.

**Rentals:** Green Planet Catering uses preferred vendors who share our passion for environmental awareness. Clients can arrange their own rental order or we can handle your rental needs with one of our partners if you'd rather not deal with this aspect. Please contact your Event Planner to discuss further options.

**Billings:** Payment arrangements are to be made prior to the event. We require a 50% non-refundable deposit to secure the order and full payment must be received on or before the day of the event unless credit has been established to the satisfaction of Green Planet Catering. All billings are subject to change if revisions are necessary to complete each event in an appropriate manner. Remaining balances due 30 days after your event will begin to accrue a 1.5% late fee for each month until paid.

**Service Charge:** All fees are subject to up to an 18% service charge. This service charge covers a variety of our internal fees including insurances, additional overhead, client meetings, rental planning, etc.

**Acceptance of Policy:** All arrangements will be considered TENTATIVE until your estimate is “approved” via email or phone and your deposit has been received. (Green Planet Catering is a paperless company so the actual signature on an estimate is not necessary.) Should any changes be necessary, a new estimate or invoice will be constructed.