

# CATERING POLICIES & FEES

**All** fees are subject to change without prior notice & dependent on venue location/policies & staffing needs. There is a \$2,500.00 Food and Beverage Minimum when the venue location exceeds 40 miles from the contracted restaurant. This food and beverage minimum does **NOT** include staff, additional fees or tax.

## Booking & Deposits

+A (non-refundable) deposit of \$250, a signed contract & a card on file are required to confirm our services.

(We accept Visa, Mastercard, Discover, and American Express. No checks, no cash.)

+Final payment will be charged to the card on file 1 day prior to the event date unless otherwise specified with a written agreement.

(Final payments received after the deadline will be charged a reprocessing fee of \$250.00 for each additional day.)

## Staffing

*(Our minimum staffing requirement is 1 server per every 20 guests, **however**, final staffing will be determined at the discretion of Mandola's. Staffing is dependent on guest count, venue requirements and any other additional food/services requested.)*

+\$35.00 per staff member, per hour

+\$50 per staff member, per hour for events that fall on a holiday

## Setup/Breakdown

(A copy of your venue's policies is required to provide an accurate estimate)

+Pricing starts at \$2/guest

(\$2/guest for setup + an additional \$2/guest for breakdown)

+\$2.00 per guest is charged to move ceremony chairs from the ceremony site to reception area

+If your venue does not provide dumpsters or a trash disposal site, \$2.00 per guest will be charged to remove all trash from the premises at the conclusion of your event.

## Travel

+A travel fee of \$130 will be charged for events that are 25+ miles from the contracted restaurant

(Additional fees may incur for distances over 50 miles)

+A \$200 (per oven/cart) transportation fee is charged for mobile pizza oven or gelato cart events that are 0-19 miles from the contracted restaurant

+\$250 (per oven/cart) for mobile pizza oven/gelato cart events 20+ miles from the contracted restaurant.

(Additional fees will incur for distances over 40 miles)

## Miscellaneous

+20% automatic Gratuity (25% if your event takes place on a holiday)

(This is split amongst your waitstaff)

+10% Catering/Event Fee

*(This is not a tip. This goes towards labor, insurance, equipment & liability)*

+A plated meal fee (\$6/guest) **OR** family-style fee (\$5/guest) will be added if the host chooses to have Mandola's staff plate guest meals or have food family-style on the tables

(These meal options are available on a case by case basis)

+China-Handling fee (\$2/guest)

(\*If staying until the end of the night, our staff will buss, scrape & stack personal or rented chinaware into the original containers. We do NOT wash china.)

+Cake Service fee: \$1.00 per guest fee applied to cut, serve and box up a wedding cake. (Includes 6" disposable clear acrylic plates, forks and disposable napkins)

Details of the wedding cake you provide must be submitted two weeks prior to the event date.

The fee is waived if you purchase your cake through Mandola's Italian bakery.

+Dinnerware: disposable acrylic plates, napkins and eating utensils can be provided for \$1.50 per guest upon request

+Tax

(If you provide a tax exemption form, we are happy to remove taxes)

***If your venue is on our preferred vendor list, we offer the following perks:***

+Waived deposit (although, a card on file is still required)

+Complimentary tasting for up to 4 guests (valued at \$60.00)

+Waived gelato cart or pizza oven transportation fee (Valued at \$200.00)

## Food and Services Provided

- +Mandola's Italian Catering will arrive at event location at the specified date and time listed on the event sheet, or an updated time decided upon by Mandola's Italian Catering and The Client.
- +Mandola's Italian Catering will provide food and services as listed in the event summary and will serve food buffet style unless previously agreed upon by Mandola's Italian Catering and The Client.
- +Unless otherwise listed, Mandola's Italian Catering will provide 6-foot food pop up tables and black or white tablecloths for the food and beverages purchased from Mandola's Italian Catering at no extra cost.
- +Mandola's Italian Catering will provide staff as listed in the event summary, based on the menu, venue policies and timeline. Updated number of staff or timeline may be agreed upon between Mandola's Italian Catering and The Client, however, **Mandola's Italian Catering reserves the right to determine the amount of staff necessary to successfully execute an event.**
- +Charges for staff begin 1 hour prior to your event & end 1 hour post-event (to account for cleanup of our equipment/supplies), based on the estimate of The Client's needs and timeline.
- +Mandola's Italian Catering will clean up the serving area upon completion of event and remove Mandola's Italian Catering equipment. Mandola's Italian Catering is not responsible for cleaning the premises on which the event is held, unless otherwise listed in the event summary.
- +For any events with dishes, glassware, linens or silverware rented by an outside company, Mandola's Italian Catering will scrape and stack items at the completion of service in a location of their choosing on the premise; however, **Mandola's Italian Catering is not responsible for washing or cleaning rental items.** (*The charge for china-handling is \$2/guest*).

## **Alcoholic Beverage Policy**

- +Mandola's Italian Catering will slow or cease service of alcoholic beverages as needed in order to control consumption.
- +Mandola's Italian Catering will not serve alcoholic beverages to anyone under the age of 21.
- +Mandola's Italian Catering reserves the right to ask for identification.
- +For events that take place at Mandola's Italian restaurants, no outside alcoholic beverages are allowed.
- +All Mandola's Italian Catering staff is TABC certified.

## **Cancellation**

*Cancellation of the event will incur the following cancellation fees:*

- +30 days or more prior to event date** - No cancellation fee (*deposit is non-refundable*)
- +8-29 days prior to event date** - 25% of the event estimate or 25% of the food & beverage minimum stated on your event sheet if no menu has been selected by the date of cancellation
- +1-7 days prior to event date** - 50% of event estimate or 50% of the food & beverage minimum stated on your event sheet if no menu has been selected by the date of cancellation
- +Day of event** - 100% of event estimate or 100% of the food and beverage minimum stated on your event sheet if no menu has been selected by the date of cancellation

*Fees will be charged to the card on file*