



141 Amsterdam Road Grove City, PA 16127 Phone: 724.748.4788 Email: seiversconcessions@yahoo.com

ADDITIONAL CHARGES & GENERAL INFORMATION

Additional Charges

- Plastic Table Covering **\$6.50 per table**
- Linen Table Covering **\$12.00 per table**
- Linen Napkins **\$.50 per person**
- China and Silverware **\$6.00 per setting**
- Ice Service **\$ 7.00 per 40lb. bag**
- Punch Fountain **\$40.00 rental fee**
- (No charge with confirmed catered menu)
- Ice Sculptures **Quoted Individually**
- Floral Centerpieces **Quoted Individually**
- Balloon Decorations **Quoted Individually**
- Moon Walk and Games **Quoted Individually**
- Theme Parties/Event Planning **Quoted Individually**

Payments & deposits

Billing arrangements for all events must be made in accordance with catering policies. There is a 25% non-refundable deposit on all catering parties. If client cancels the contracted food and beverage contract, the deposit can be used for a future event within a one year period. Party will be billed and payment is due in full on the day of event.

Minimum for Off-premise Catering

A \$500 food and beverage minimum is required for any event requiring servers and travel charge, policy is as follows: \$2.00 per mile based on round trip mileage. The \$500 minimum and travel charge policy does not apply to our drop-off catering services.

Guarantees

A seventy-two (72) hour guarantee is required on all meal functions. The catering office must be notified of the exact number of attendees for whom you wish to guarantee payment. For functions scheduled on Sunday or Monday, the guarantee must be received by noon on the preceding Thursday. This number may not be reduced once it is submitted. Please note that a minimum attendance is required for some buffet selections and that buffets are designed for one hour. The Caterer will set-up and prepare extra over your guarantee by 5% with a minimum of 30 people.

Leftover Food

When we are on location to serve food, we usually carry more than we expect to serve. In adhering to Health Department and food liability regulations, we regret that we cannot allow any leftover food to be removed from the event site. We trust that you will understand and cooperate.

Providing Food from Other Sources

Due to our liability insurance no food items prepared by anyone other than Catering by Seivers are allowed to be served alongside our catered events.

Service/Labor

A 20% service charge will be added on all functions.

Sit-down Served

Sit-down, served menus will be quoted on an individual basis.