

# Chef Rene's



(715) 479-2000

## **Banquet and Catering Policies**

### **Guarantees on Number of Guests:**

Food, beverage and add-on items charges based on guest count will be based on the Client's final guarantee. Final guest counts are due no later than one week before the date of the event. If no final guest count is received, we will use the number of guests used in the attached proposal. If the guaranteed guest count falls below 75% of the proposal guest count, the price per guest may be increased. We will make every effort to accommodate any last minute increases in the guest count.

### **Staffing:**

We reserve the right to increase or decrease the number of staff if the guaranteed guest count is 10% higher or lower than the number included in this proposal.

### **Deposit & Cancellation Policy:**

A deposit of 50% of the Total Estimated Amount is needed to confirm the booking of this event. Deposit refunds on cancellations are handled as follows –

- Notice over 45 days prior to event: full refund of deposit
- Notice 14 to 44 days prior to event: 50% refund of deposit
- Notice less than 14 days prior to event: no refund of deposit

### **Final Payment:**

Clients will be billed for the balance due at the time of the event. The invoice amount is due upon receipt.

Upon review and acceptance of the proposal and our catering policies, please sign below and return this document with your deposit.