



## ***BOOKING POLICIES***

### ***PARTY PLANNING***

Epicureans agreement; to take charge of, plan and prepare the catered event or events which shall consist of the preparation of various foods, beverages and desserts as described and at the price(s) listed on the proposal; and to furnish such additional or special services as may be contracted by the customer. It is up to the customer to provide the final guest count up to (5) days prior to the event.

The guest count may increase after this date **but may not decrease.**

### ***DEPOSITS***

Events require a 25% deposit of the aggregate bill. Special exception may apply. The deposit amount paid by the customer is required to reserve the event date and 10% is **non-refundable**. If the customer cancels or rescinds for any reason, Epicureans shall retain 10% of said deposit as full and complete liquidated damages for such cancellation or rescission.

### ***PAYMENTS***

Epicureans accepts; Cashier's Checks, Money Orders, Personal Checks, Business Checks, Master Card, VISA, Discover & American Express. **Final payment is due upon conclusion of the Event.** Corporate accounts are available and will be billed net 20 days and a 1.75% interest charge will be added to all outstanding invoices beyond 30 days.

### ***CHILDREN'S PRICING***

0-3 no charge      4-11 half price      12 & over full price

### ***CONTRACTS***

Full service events will receive a contract attached to the estimate/proposal for conformation of the Catering, and are required to be signed and returned no less than 7 days prior to the event in order to solidify the date.

### ***CANCELLATIONS***

If the customer cancels or rescinds for any reason seven (7) days or less prior to the event date, then the customer agrees to pay the balance of the total charges listed on the signed proposal to Epicureans for full and complete liquidated damages for such cancellation or rescission.

### ***MENU PRICING***

*All prices are subject to change without notice.*

### ***SALES TAX***

A 9% food & beverage and state sales tax will be added to all orders and applicable items. Organizations that are tax exempt are required to provide a tax-exempt certificate to Epicureans prior to the event.

### ***BUFFETS***

Buffets include chafers and any applicable food service ware.  
Upgraded rentals items may be added for an additional charge.  
Minimum order of \$150.00 Food & Beverage.

### ***TASTINGS***

Tastings can be arranged to sample menu items prior to booking your event at \$30 per person. If you chose to book an event with Epicureans, the \$30 per person will be removed from the total bill.

### ***DELIVERY***

Food delivery within the Greater North Indianapolis area will be charged a delivery fee of \$25.00.  
Orders requiring equipment rentals or buffet set ups will receive a \$75.00 delivery and pick up fee.  
For deliveries outside of the Greater Indianapolis area, charges will be based upon travel time and distance at \$0.60 cents per mile.

### ***SERVICE STAFF***

Servers, Attendants & Chefs are available for \$25.00 per hour with a minimum of 4 hours per person.  
Full Service Events require one server for every 25 guests. Special circumstances may apply depending on the type of event.  
Bartenders are available for \$30.00 per hour with a minimum of 4 hours per person.

### ***SERVICE CHARGE***

18% service charge will be added to the aggregate bill on all events requiring service. This charge is for office appointments, tastings', site visits and handling all in house details and logistics for planning your event and is not a gratuity to the servers