

# Catering

## POLICIES

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### MENUS

Menus need to be submitted to Greystone Public House at least 3 weeks prior to your event. Our staff is happy to plan a custom menu for your event. Please let us know if you have any special requests for menu items. Menu items and pricing are subject to availability and are subject to change.

### GUEST COUNT

Guaranteed minimum guest count, meal choices and seating chart are due 7 days prior to event. You may add to your guest count 3 business days prior to your event.

### PAYMENT

\$500.00 deposit is due upon booking your event. For all Social Events, final amount is due prior one week to your event. Any additional charges will be due at the end of your event.

### CANCELLATION POLICY

If circumstances require you to cancel your event, please advise us immediately. Your deposit can be refunded if the event is canceled ten business days prior to your event date.

Incident Weather Clause: In the event of a weather emergency; if your event is rescheduled to another date, there will be no penalties. If the event is not rescheduled, there will be no refund.

### TABLES, CHAIRS & RENTALS

If client or event space is providing rentals: all appropriate tables required for catering services are to be contracted at the responsibility of the client. All event tables and chairs are to be set up and in place prior to setup time.

If client is renting tables and chairs from Greystone Catering, our staff will setup and break down all rentals.

### TIME OF EVENT

If event exceeds the proposed time frame, the client will incur a 15% surcharge per hour based on total bill.

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## SERVICE STAFF

Greystone Catering service staff will be dressed in long sleeve dress shirt and bistro apron. For Evening events and Weddings, service staff will be dressed in black pants, black dress shirt and black bistro apron. If other uniform is requested, the client will be responsible to provide said attire.

## DELIVERY, SETUP & SERVICE CHARGES

Delivery, setup and other fees will be based on location, accessibility, stairs and/or parking. Service fee is 23% for the service staff needed for the guest count. Any additional staff requested by client will be charged at a negotiated rate. Greystone Catering can remove all trash from event space for a \$200.00 fee. Any additional service needs can be requested by the client and will be charged at a hourly rate of \$20.00 per staff member.