

NEED-TO-KNOW INFORMATION

STAFFING All events require service staff with the exception of Graze Boxes, Gathering Boards and Micro Wedding Packages which are considered “drop-off”. Depending upon menu selections, your event may also require culinary attendants.

The amount of staff will depend on your minimum guest count and the level of service requested. Your Graze Table Co. event planner will determine the appropriate number of staff members required for your event.

Each Service Staff member is \$165.00 for a maximum of 6 hours of service to include:

- set-up of the buffet area
- service during the event
- clearing guest tables during event
- clean-up of buffet & kitchen area

Carving/Action Station attendant is \$150.00 for 3 hours of service.

PRODUCTION FEE All events are charged an additional 20% production fee of that covers a variety of incidentals for the event such as premium environmentally-friendly disposable dinnerware, standard linens for food tables, chafing dishes, boards, platters, serving utensils, travel to your location, and unlimited phone/email access prior to your event. The production fee is NOT gratuity for your event staff. They do not expect a tip but always appreciate it. If you would like to add the gratuity to your final payment, just let us know and we can distribute your gratuity to them as well.

DEPOSITS/PAYMENTS A 20% deposit is required to hold/book your event date. This deposit is non-refundable but can be transferred to another date. Once we receive the deposit, we will reserve your desired event date. All other payments are due 14 business days prior to your event based on your guaranteed minimum plus any increases in guest count. Any additional charges incurred will be invoiced and due at the time of service. Venmo is our preferred method of payment; however cash or personal check is also acceptable. For your convenience, we accept all major credit cards with a 3.5% check out fee. 7% sales tax will also be added to the grand total.

GUARANTEED GUEST COUNT An estimated number of guests is required to book your event. This approximate count will be used when estimating your cost and creating your contract. Minimum guest count is required 14 business days prior to your event and may not be decreased after this deadline. Your final payment will either be based on the guaranteed number or the actual attendance, whichever is greater.

LEFTOVER FOOD For health and liability reasons, all unconsumed food items will be removed at the end of all “catering” events. Graze Table Co. assumes no liability regarding quality and/or temperature control of food remaining onsite after a “drop-off”. It is solely the responsibility of the host to maintain temperature control of any food onsite in the host’s possession.

PHYSICAL LABOR Graze Table Co. staff is not authorized to move furniture belonging to the venue/host or items weighing more than 20lbs. Any required set-up crew labor will be independently authorized and added into the price of rentals ordered through Southern Event Co.

CONTRACT A digital event order detailing food and service to be provided by Graze Table Co. with estimated pricing will be provided for the host’s approval. This order constitutes a binding legal contract and requires a digital signature.

ADDITIONAL SERVICES AND UPGRADES FROM OUR PROFESSIONAL PARTNERS

Linens, china, glassware, flatware, and barware are available for rental from Southern Event Co. Floral centerpieces from Southern Charm Detail are available for purchase. Custom designed invitations, menus, and signage are available from Paper Made Lovely.