



EVENT PLANNING GUIDE / TERMS / CONTRACT

- Catering Options -** Our catering menus are available 3 ways...
Full Service Catering – we will provide the buffet equipment, the set-up/breakdown and the catering staff needed to maintain the buffet through the meal portion of your event
Drop-Off/Delivery – our staff will drop off our food items at your location
Pick-Up – You can pick-up items directly from our catering facility in Dewey Beach, DE
- Alcohol/Bar -** We are licensed in DE and can provide alcohol/bar service for your event. Inquire for more info.
- Cancellations -** Cancellations must be made in writing 7 days prior to your event.
 For cancellations within 7 days of your event, you will be charged 50% of your bill.
- Deposit -** A \$250 (non-refundable) event deposit is required for all catered events at the time of booking.
- Final Count -** A final guest count is required 7 days prior to your event.
- Gratuities -** A gratuity for the staff working your event is NOT included in our cost.
 It is not required... but always greatly appreciated by your caterers.
- Guest Minimums -** Our buffet menus require a minimum of 50 guests. Our BBQ menu requires a 75 guest minimum.
- Leftovers -** We will package any leftover food for you but you must provide your own containers.
- Paper Supplies -** You are responsible for providing large plates, small plates, napkins, cups and eating utensils...
 or we can provide you with everything need for an additional cost of \$2/person.
- Payment -** Payment in full is required 7 days prior to your event.
- Pricing -** Our pricing is subject to change.
 We accept cash, checks, money orders or credit cards as payment.
- Sales Tax -** There is a 6% sales tax for events in Maryland. There is no sales tax in Delaware.
- Service Charge -** An 18% service charge is added to all off premise events to cover delivery and setup.
- Tables/Linen -** The customer is required to provide 5 - six foot tables for our buffet as well as any linen.
- Trash Removal -** We will clean-up after ourselves but we are not responsible for removing your trash.
- Weather Issues -** We cater rain or shine. We will try to accommodate rain dates but we can't guarantee them.
- Questions? -** Please contact - Ron Culver, Director of Catering
 Catering Office: 302.337.8868 / Email: ron@jimmysgrillecatering.com
 Fax #: 302.226.2402 / Mailing Address: P.O. Box 1175, Rehoboth Beach, DE 19971

This must be signed and returned before your event can be booked. Your signature accepts the terms above.
 Your signature below will be used for your receipt if the credit card holder is not present at time of transaction.

Signature: _____ Date: _____

Printed Name: _____ Phone: _____

Email Address: _____

Mailing Address: _____

-----**EVENT DETAILS**-----

Event Date: _____ Venue: _____

Venue Address: _____

Type of Event: _____ # of Guests: _____

Menu Choice: _____ Beverage Package (if applicable): _____

Event Times: Ceremony _____ Appetizers _____ Meal _____ Bar _____