



*Backstage Catering  
Company*

No Comedy. No Tragedy.  
Just Great Food.

**(205) 314-5723**



## *Backstage Catering Company Guidelines*

All items/services subject to availability, applicable taxes, and a 19% Gratuity Charge

Please use our menus as a guide for coordinating your event. To make complete contractual confirmations, please speak with our catering consultants.

### **Confirmation of Guests**

- should be received 72 hours prior to event
- increase notification requires a phone call with a follow-up signed fax documentation of increase to adjust your order and balance due
- a 20% per guest penalty is added to final bill for an increase in guests when received less than 72 hours prior to event day
- including guest increases, Final Guest Count Confirmation remains due 72 hours prior to event

### **Financials**

**Please Note: This is very important information as you are entering a contractual agreement.** Backstage Catering Company requires a **50% non-refundable deposit by check or Official Check (cashier's check) with order and contractual confirmation.** The required deposit is calculated by the approximate guest count given and agreed upon at menu and order confirmation. The balance of your order is due prior to event date by Official Check (cashier's check) or credit card. There is a 30.00 returned check fee, to possibly include additional fees and prosecution by the District Attorney's Office.

### **Cancellation Policy-**

Cancellation notice given forty-five (45) days or less prior to the event date, the event organizer/contractually responsible party will be financially responsible for 50% of contractual order i.e. the non-refundable deposit given at order placement **and** additional taxes, rentals and service charges as ordered and agreed upon.

Cancellation notice given twenty-one (21) days ( **30 days for wedding reception**) or less prior to the event date, 100% of all order charges including taxes, rentals and service charges are the financial responsibility of the event organizer/contractually responsible party.

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### **Service Staff**

Unless staffed by event organizer, we staff events as detailed below. There is a four (4) hour minimum per staff member with rates listed below. Gratuities amount are left to your discretion. You may choose to give a percentage of the total, or an amount for each staff member. Gratuities may be added to your payment, or given to staff members the day of your event. Average gratuities for formal events range from 32.00 to 65.00 per staff member.

**Hors d' oeuvres Party**-One (1) Party Attendant per fifty (50) guests to maintain presentation at a rate of 24.00/hr.

**Buffet lunch or dinner**-One (1) Server per 40 guest (5 tables) to pour tea at tables, serve coffee as needed at a rate of 28.00/hr.

**Plated lunch or dinner**-One (1) Formal Server per 24 guests (3 tables)to serve meal to guests at a rate of 30.50/hr.

**To add to the elegance and enjoyment of one's Plated lunch or dinner, one may also require**-One (1) Busser/Dishwasher to pull discarded dishes at a rate of 22.00/hr.

Chef (when needed) at a rate of 37-42.00/hr.

Carving Attendant for stations as a rate of 32.00/hr.

Bartender at a rate of 35.50-38.50/hr.

Event Supervisor at a rate of 40.00/hr.

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**\*Staff costs for individual events vary depending upon the length of the reception. In general, the cost for each staff member may range from 175.00 for a short, midday/early evening reception, to 200.00 or more for longer events. Each reception is different. Our experienced planners and consultants will give you an individualized estimate that is tailored to your staff needs.**

### **China and Linen Service**

China Service 8.50-11.50pp

Table Cloths 4.50-7.00pp

Linen Napkins 2.50-4.00each

**Note:** Tabletops may average 85.00-100.00 per table

### **Additional Accessories**

Chaffers, special serving platters, tablescapes, and small-wares available upon request at extra charge.

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