

# Corporate on the Go!



4300 Hoffmeister Ave.  
St. Louis, MO 63125 · 314.638.6660  
info@orlandogardens.com  
orlandogardens.com

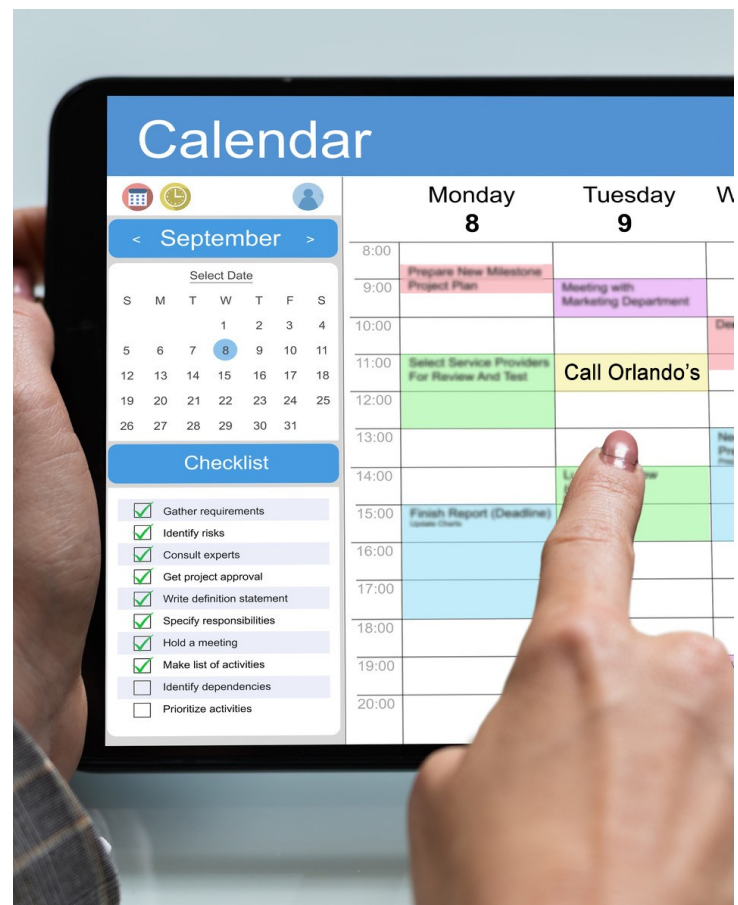
*Catering and Event Design*

## Mark your calendar for your next event!

Orlando's **"Corporate on the Go"** menus were designed with your busy schedule in mind. They were created for simple self service informal dining and include high quality disposable dinnerware. Our trained staff will deliver and setup your buffet for you.

Our **"Corporate on the Go"** menus will make ordering a meal for your next meeting quick and stress free!

One call 24 hours in advance and we will make it happen!



### Want to Step Things Up?

Have Orlando's uniformed staff on hand to tend to your buffet, complete with decorative serving pieces, buffet linen and cleanup service afterward.

China, silverware and glass service available upon request.



## Rise...

# Breakfast

### Good Morning!

Fresh Fruit Display  
Choose **three**:  
Breakfast Danish  
Miniature Muffins  
Cinnamon Streusel Cake  
Assorted Scones  
Granola Bars  
Bagels & Cream Cheese

**\$8.95 per person**

### Smart Start!

Fresh Fruit Display  
Assorted Yogurt Cups  
with Granola  
Hard Boiled Eggs  
Choose **one**:  
Bagels & Cream Cheese  
Miniature Scones  
Miniature Muffins

**\$9.95 per person**

### Hot Breakfast Sandwiches

Hot Ham, Egg, & Cheese  
on Brioche  
Or  
Hot Sausage, Egg, & Cheese  
on Brioche

**\$3.95 per sandwich  
(minimum of 12)**

For Bacon, Egg, & Cheese  
on Brioche

**\$4.95 per sandwich  
(minimum of 12)**

## n' Shine...

### The Eye Opener!

#### Your choice of scrambled eggs (one):

Three Cheese Egg Scramble  
-cheddar, Monterey Jack, & provol cheeses

Western Egg Scramble  
-diced ham, tomato, onions red & green  
peppers with cheddar cheese

Florentine Egg Scramble  
-spinach & mushroom with Provel cheese

#### Your choice of breakfast meats (one):

Ham or Sausage Links  
(or Bacon for additional \$2.00)

#### With...

Breakfast Potatoes  
Biscuits with whipped spread and jelly  
Fresh Fruit and Berry Display

**\$12.95 per person**

### Orlando's Executive Breakfast

#### Your choice of Strata (one):

Orlando's Artichoke  
& Feta Cheese Egg Strata  
Or  
Sun-dried Tomato, Spinach &  
Monterey Jack Cheese Egg Strata

#### Your choice of breakfast meats (two):

Ham or Sausage Links  
(or Bacon for additional \$2.00)

#### With...

Crème Brulee French Toast Casserole  
Breakfast Potatoes  
Fresh Fruit and Berry Display

**\$15.95 per person**

## Great Additions...

Add one of our specialties to your breakfast:

#### Crème Brulee French Toast Casserole

-slices of French bread baked in a rich custard with  
confectioner's sugar and syrup.

**\$2.50 per person**

#### County Fried Steak with Sausage Gravy

**\$6.95 per person**

#### Biscuits & Sausage Gravy

**\$3.00 per person**

Sausage Gravy - **\$1.50 per person**

## Healthy Substitutes...

Trying to keep it healthy? No problem!  
Consider these substitutions...

**Turkey Bacon for one of your meat  
choices \$2.00 per person**

**Egg Beaters® as an egg replacement  
\$2.00 per person**

**Yogurt & Berry Parfaits with Granola  
\$3.00 each (minimum 12)**

Items are presented buffet style. Need Service for you buffet, please call for pricing!  
(menus subject to change)

All prices subject to 22% service charge & sales tax



# Breakfast Boxes!

**Individually packaged hot breakfast boxes to start your morning off right!  
Minimum of 5 like boxes please**

call or text 314.638.6660

or email [info@orlandogardens.com](mailto:info@orlandogardens.com)

for pick up or delivery

(weekday delivery charge \$15 to most locations)

Price subject to 22% service charge and sales tax

## Good Morning!

**Hot Breakfast Sandwich Box Options! \$13.95 each**

**All sandwich boxes include:**

**Scratch Made Cinnamon Roll, Fresh Fruit, & Orange Juice!**

### **Choose your sandwich:**

Gluten free bread also available

- \* Ham, egg, & cheese wrapped in a flour tortilla
- \* Ham, egg, & cheese on a fresh ciabatta roll
- \* Bacon, egg, & cheese wrapped in a flour tortilla
- \* Bacon, egg, & cheese on a fresh ciabatta roll
- \* Sausage, egg, & American cheese on a biscuit

### **Signature Sandwich Box \$14.95 each**

- \* Bacon, Gouda, egg, & spinach with roasted tomato spread on fresh ciabatta roll

## Sunny Starters!

**Continental Boxes for easy service (all include butter)!**

Blueberry muffin  
Cinnamon roll  
Fresh fruit  
Orange juice  
**\$8.50 each**

Avocado toast points  
Fresh baked scone  
Hard boiled egg  
Fresh fruit  
Orange juice  
**\$10.95 each**





# Box Lunches! ★

## Classic Sandwiches & Wraps...\$13.95 each



**French Pepper Beef** - Razor thin sliced top round of beef with pepper jack cheese on a French baguette, garnished with lettuce and tomato.



**Roast Turkey and Cheddar** - Roast turkey breast with cheddar cheese on multi-grain baguette, garnished with lettuce and tomato.



**Country Ham and Swiss** - Shaved ham with Swiss cheese on ciabatta bread, garnished with lettuce and tomato.



**Orlando's Sub** - Country ham, roast turkey, Italian salami, with American, Swiss cheeses on an artisan hoagie, garnished with lettuce and tomato.



**The Harvest Sammy** - Roast turkey & country ham with Swiss Cheese on a multigrain baguette, garnished with lettuce and tomato and finished with our sun dried cranberry mayo.



**Bacon Club Wrap** - Mixed greens, ripe tomatoes, roast turkey, country ham, and crisp bacon with mayonnaise wrapped in a tomato flour tortilla



**California Wrap** - Mixed greens, cucumber, tomato, artichoke hearts & provol cheese with avocado Ranch dressing in a spinach flour tortilla.



**Buffalo Chicken Wrap** - Spicy Chicken, Grated Provel Cheese, Diced Tomatoes, Shredded Iceberg & Romaine Lettuce, Franks Hot Sauce Ranch Dressing rolled into a Tomato Flour Tortilla

## Signature Sandwiches & Wraps...\$14.95 each



**Tuscan Chicken** - Marinated grilled chicken breast sliced thin & topped with fresh mozzarella cheese, & Roma tomatoes on our house baked caramelized onion focaccia bread finished with basil pesto mayo



**Primo Italiano** - Genoa salami, roast turkey, country ham, & Italian toast beef piled on an Asiago cheese baguette, garnished with cheddar and Swiss cheeses, lettuce, ripe tomatoes, and pepperoncini, dressed with red wine vinaigrette.



**Corner Office** - Shaved beef seared on the grill with steak seasonings and finished with boursin cheese spread on French baguette (Kick it up a notch! Substitute shaved tenderloin -add \$1.00 ).



**Orlando's Walnut Chicken Salad** - Our special recipe, tender breast of chicken tossed with mayonnaise, Orlando's seasonings, red grapes & toasted walnuts served on a flaky handcrafted croissant.



**Fiesta Steak Wrap** - Seared sirloin with grilled bell peppers and onion, embellished with shredded lettuce, sour cream, & house-made guacamole on a cheddar baguette.



**Mediterranean Grilled Veggie Wrap** - Grilled baby Portobello mushrooms, asparagus, zucchini and yellow squash with sundried tomatoes, feta cheese, and shredded romaine lettuce, drizzled with a balsamic vinaigrette and folded into a spinach flour tortilla.

Our box lunches come with your choice of Orlando's handcrafted side salad & dessert.

**Sustainable Packaging:** In an effort to be more environmentally conscious, Orlando's Catering has chosen packaging for our box lunches that are made from 100% recycled materials and are both compostable and recyclable.

All of Orlando's Box Lunches come garnished with our trademark Chocolate Dipped Strawberry!

★ **Minimum of FIVE like sandwiches or wraps is required.**

(menus subject to change)

All prices subject to 22% service charge & sales tax

# Side Salads & Desserts...

**Sun Dried Tomato Pasta Primavera Salad** - julienne veggies, broccoli florets, ripe olives and penne pasta tossed with a sun dried tomato vinaigrette

**Red Skin Potato Salad** - homemade red potato salad accented with hard boiled egg, chopped celery, and seasoned mayonnaise.

**Fresh Fruit and Berry Medley** - strawberries, cantaloupe, pineapple, honeydew, and red seedless grapes

**Broccoli Cheddar Macaroni Salad** - tossed with a creamy buttermilk dressing

**Italian Pesto Potato Salad** - fresh basil, parmesan, pine nuts, roast garlic mayonnaise

**Sweet and Sour Coleslaw** - fresh chopped cabbage tossed in a sweet white balsamic vinaigrette

**Grilled Veggie Salad** - grill seared zucchini, yellow squash, onions, mushrooms, and red bell peppers tossed in Orlando's signature Italian parmesan dressing.

**Potato Chips** - single serving bags

**Turtle Cheesecake Mousse** - Creamy cheesecake mousse parfait style drizzled with caramel and chocolate and finished with fresh pecans

**Orlando's Famous Chocolate Chip Cream Cheese Brownies**

**St. Louis Goopy Butter Cake** - scratch made with Chef Larry's secret recipe

**Amaretto Cheesecake Mousse** - Creamy cheesecake mousse parfait style accented with Amaretto liqueur and finished toasted almonds

**Fresh Baked Chocolate Chip Cookies**

All Box Lunches come with your choice of Orlando's handcrafted side salad and dessert  
All of Orlando's Box Lunches come garnished with our trademark Chocolate Dipped Strawberry!

...on a tight budget?

## Orlando's Bargain Box!

**\$11.50**

Choice of sandwich:  
**Roast Beef & Cheddar**  
**Turkey & Provolone**  
**Ham & Swiss**

All on house baked French baguette  
garnished with lettuce and tomato.

Includes:  
**Condiments, Bag of Chips and a Cookie!**

★ **Minimum of FIVE like sandwiches is required.**

(menus subject to change)

All prices subject to 22% service charge & sales tax

# Simmering Soups...\$5.00

Homemade and served in individually portioned containers to conveniently add to any lunch!



## Broccoli Cheddar Ale Bisque

Sharp cheddar, broccoli florets, American ale and pepper spiked croutons

## Hearty Chicken Noodle

Tender chicken, garden veggies, and egg noodles in a rich roasted chicken broth

## Potato & Apple Wood Smoked Bacon

Idaho potatoes with a bit of cream topped with crispy apple wood smoked bacon

## Authentic Italian Minestrone

Fresh veggies, analetti pasta, beans, beef, fresh Basil, in rich beef broth

## Roasted Red Pepper and Tomato

Roasted red peppers stewed with plum tomatoes and spices

## New England Clam Chowder

Clams and potatoes in creamy sherry bisque

# Fresh Salads...\$13.95



**\*Chopped Chef Salad** ~ Diced turkey, ham, bacon, tomato and egg, with shredded cheddar on a bed of Iceberg & Romaine lettuce. Buttermilk herb Ranch dressing



**\*Orlando's Café Salad** ~ Artichoke hearts, green onions, diced red pepper, & provolone cheese on mixed greens with Orlando's creamy anchovy red wine vinegar dressing (Add chicken: \$2.00)



**\*Big Fat Greek Salad** ~ Mixed greens, Kalamata olives, feta cheese, tomatoes, roasted red peppers, cucumbers, red onion, lemon herb vinaigrette (Add chicken: \$1.00)



**\*Buffalo Crispy Chicken Salad** ~ Crispy fried chicken, cheddar cheese, sliced avocado, tomatoes, crunchy tortilla ribbons with Frank's Red Hot sauce/Ranch dressing



**\*Classic Chicken Caesar** ~ Chopped romaine, aged parmesan cheese, garlic herb croutons, Roma tomato wedges, with creamy Caesar dressing



**Harvest Salad** ~ Mixed greens with sliced apples, toasted walnuts, fresh sliced strawberries, and raisins with honey apple vinaigrette (Add chicken: \$2.00)



**Antipasto Salad** ~ Mixed greens with ripe tomatoes, salami, black and green olives, Monterey jack cheese, drizzled with extra virgin olive oil and balsamic vinegar



**Limoncello Salad** ~ Romaine lettuce, grilled salmon, dried cranberries, feta cheese with a Limoncello vinaigrette



**Fresh Fruit and Yogurt** ~ Sliced seasonal fruit and berry display with a cup of vanilla yogurt, and granola topping on the side

All Salads served with an Artisan Roll and Choice of Dessert.

**\* Try these salads in a Tortilla Wrap!**

(menus subject to change)

All prices subject to 22% service charge & sales tax

# "Out-of-the-Box" Lunches!

The best of both worlds! Present a savory selection of sandwiches, soups, & salads as a BUFFET & give your guests more choices!

## The Chairman's Choice

**\$14.95 per person**

**Choose 3 Signature Sandwiches/Wraps:**

Tuscan Chicken  
Primo Italiano  
Fiesta Steak  
Chicken Walnut Salad  
Mediterranean Grilled Veggie Wrap  
Corner Office

## The Boardroom Buffet

**\$13.95 per person**

**Choose 3 Classic Sandwiches/Wraps:**

French Pepper Beef  
Roast Turkey & Cheddar  
Country Ham & Swiss  
Orlando's Sub Sandwich  
The Harvest Sammy  
Bacon Club Wrap  
California Wrap

Sandwiches/Wraps are cut in half & displayed on trays so guests can mix and match!

### Choose 2 accompaniments...

Homemade Soups (choose one):

Broccoli Cheddar Ale Bisque • Hearty Chicken Noodle • Authentic Italian Minestrone  
Potato & Apple Wood Smoked Bacon • Roasted Red Pepper & Tomato  
New England Clam Chowder (all in individually portioned containers)

Fresh Salads:

Italian Garden Salad  
Classic Caesar Salad  
Red Skin Potato Salad  
Fresh Fruit Medley

Italian Pesto Potato Salad  
Sweet & Sour Coleslaw  
Potato Chips  
Grilled Veggie Salad

Sun Dried Tomato Oregano Pasta Primavera Salad  
Broccoli & Cheddar Macaroni Salad



Picture is just an example of service - all items come on black round disposable trays & clear bowls

**Includes:**

**Cookie and Chocolate Chip  
Cream Cheese Brownie Tray**

**All Disposable Dinnerware &  
Condiments**

Need service for your buffet? Please call for pricing.

(menus subject to change)

**All prices subject to 22% service charge & sales tax**



# Buffet Lunches!

## Orlando's Chicken Salvatore

Tender chicken breast breaded in Italian bread crumbs and parmesan cheese, topped with our famous Italian tomato salsa infused with fresh basil and garlic.

Accompanied by...

- ~Cavatappi Alfredo
- ~Italian Green Beans
- ~Caesar Salad
- ~Artisan Rolls and Butter

## Tilapia Buerre Blanc

Sautéed tilapia topped with lemon fennel buerre blanc

Accompanied by...

- ~Orzo with Roasted Red Peppers and Ripe Olives
- ~Seasonal Veggie Medley
- ~Orlando's Harvest Salad with apples, walnuts, strawberries, and honey apple vinaigrette
- ~Artisan Rolls and Butter

## Apple Wood Smoked Beef Brisket

Thinly sliced and nestled in our handcrafted sweet and smoky barbecue sauce.

Accompanied by...

- ~Red Skin Potato Salad
- ~Sweet Corn Soufflé
- ~Cucumber Tomato Salad
- ~Artisan Rolls and Butter

## Braised Beef Bordelaise

with mushrooms and grilled onion demi-glace

Accompanied by...

- ~Au Gratin Potatoes
- ~Grilled Seasonal Veggies
- ~Classic Caesar Salad with homemade garlic herb croutons
- ~Artisan Rolls and Butter

## Chicken Roma

Tender breast of chicken stuffed with sun dried tomatoes, fresh leeks, and prosciutto ham sliced and ladled with thyme cream sauce.

Accompanied by...

- ~Asiago and Herb Risotto
- ~Seasonal Veggie Medley
- ~Orlando's Café Salad with artichoke hearts and creamy anchovy based Italian dressing
- ~Artisan Rolls and Butter

## Pomegranate Cranberry Chicken

Grilled chicken breast topped with a tangy pomegranate glaze & finished with dried cranberries.

Accompanied by...

- ~blend of Brown Rice, Black Pearl Barley, and Diakon Radish Seeds
- ~Long Green Beans & Parisian Carrot
- ~Big Fat Greek Salad
- ~Artisan Rolls and Butter

## Beef Modiga

Italian Beef in Seasoned Bread Crumbs topped with Provel Cheese, Chopped Bacon, Sliced Mushrooms and Lemon White Wine Sauce.

Accompanied by...

- ~Ratatouille and Gnocchi Marinara
- ~Orlando's Café Salad with artichoke hearts, red peppers and creamy anchovy based Italian dressing
- ~Artisan Rolls and Butter

## Orlando's Homemade Lasagna

Seasoned beef, ricotta & Provel cheeses baked in Orlando's marinara sauce

OR

## Vegetarian Lasagna

Zucchini, yellow squash, baby spinach, mushrooms, ricotta and Provel cheeses baked in Orlando's marinara sauce.

Accompanied with...

- ~Caesar Salad
- ~Garlic Breadsticks

## All Buffets

**\$17.95 per person**

(add an additional entree for \$3.00 per person)

Price based on a minimum of 15 guests.

Includes disposable dinnerware.

All items packaged in disposable containers.

Chafers & serving utensils charged separately

Delivery charged separately .

Buffet Servers available up request.

(menus subject to change)

All prices subject to 22% service charge & sales tax

## Grilled Salmon

Flame grilled salmon fillet brushed with herb infused olive oil.

Accompanied by...

- ~Twisted Gourmet Mac and Cheese with Asiago, Parmesan and Provel cheeses and a touch of chardonnay
- ~Grilled Vegetable Display
- ~Artisan Rolls and Butter

**\$26.95 Per Person**



# Americana Menu

Get Back to Basics with Orlando's Home Cookin' Menus.  
 "Comfort Food " at a "Comfort Price"!

## Choose 1 Entrée:

- Mom's Meatloaf**—select cuts of beef including tenderloin, finished with molasses tomato sauce  
**Southern Fried Chicken**— tossed in our special seasonings and fried until golden  
**All American Pot Roast**— boneless beef chuck simmered until tender in a rich beef gravy  
**Roast Turkey and Gravy**— hand pulled white and dark meat turkey, ladled with fresh pan gravy  
**BBQ Pork Steak**—flame grilled St. Louis style with our own sweet n' smoky sauce  
**Dressing Stuffed Boneless Pork Chop**—boneless loin chop with stuffing, and rosemary gravy  
 (add a 2nd entrée for \$3.50 per person)

## Choose 2 Sides:

- |   |                           |
|---|---------------------------|
| Italian Garden Salad                      | Brown Sugar Baby Carrots  |
| Ambrosia Salad                            | Macaroni and Cheese       |
| Redskin Potato Salad                      | Mashed Potatoes and Gravy |
| Creamy Cole Slaw                          | Pan Fried Potatoes        |
| Home Style Green Beans w/ Bacon and Onion | Sweet Potatoes            |
| Buttered Whole Kernel Corn with Peppers   | Bread Stuffing with Gravy |
|   | Butter parsley Potatoes   |

(add a 3rd side dish for \$1.50 per person)

## Includes:

- Fresh Baked Yeast Rolls and Butter  
 Chocolate Chip Cream Cheese Brownies and Assorted Cookies Tray  
 Disposable Plates, Forks, Knives and Napkins

**\$13.95** Per Person

Minimum Order 15 Guests

Includes one healthy serving of each item per person.  
 For hungrier appetites order additional servings.

Need service for your buffet, please call for pricing!

(menus subject to change)

All prices subject to 22% service charge & sales tax

# Quench it!

All beverages come with disposable cups and condiments (where needed).  
Coffee, Ice Tea, and Lemonade are packaged in disposable thermos. Ice included for cold beverages

Assorted Sodas ~ canned Pepsi, Diet Pepsi, and Sierra Mist.....	\$2.75 ea.
St. Louis' Fitz's Root Beer (4btl.).....	\$12.00
Bottled Water.....	\$2.00 ea.
Propel Zero Vitamin Water (6btl.).....	\$22.00
Bottled Juices ~ Orange, Cranberry, Apple, or Grapefruit.....	\$3.00 ea.
Snapple Flavored Iced Teas (6btl.).....	\$23.00
Red Bull (6 cans).....	\$30.00
Iced Tea or Lemonade (16 cups).....	\$23.00
Columbian Roast Coffee- per 20 servings ~Regular or Decaf.....	\$35.00

# Take Five!

Great treat ideas for your meeting breaks to give your guests a little pick-me-up!

## By the Dozen...

(minimum 2 dozen)

Fruit Kabobs ~ Skewered honeydew, cantaloupe and strawberry.....	\$28.95 per dozen
Chocolate Dipped Strawberries .....	\$15.95 per dozen
Assorted Fresh Baked Cookies ~Chocolate Chip, Oatmeal Raisin, and Sugar Cookies.....	\$13.95 per dozen
Tollhouse Cookies ~ scratch made in our kitchen with the original recipe.....	\$19.95 per dozen
Orlando's Chocolate Chip Cream Cheese Brownies.....	\$16.95 per dozen
St. Louis Goopy Butter Cake.....	\$16.95 per dozen
Rice Krispie Treats.....	\$16.95 per dozen

## By the Tray...

Healthy Combo ~ Granola Bars and Energy Bars with fresh whole seasonal fruit (serves 12).....	\$69.75
Fresh Crudités Display ~ fresh cut vegetables; yellow squash, zucchini, mushrooms, cauliflower, broccoli, red and green bell pepper, and grape tomatoes. Served with red pepper and buttermilk ranch dips (serves 25-35).....	\$70.95
Orlando's Cheese and Salami Display ~ Assortment of domestic cheeses and Italian Salami accompanied by a cracker assortment (serves 25-35).....	\$72.95
Tortilla Chips and Salsa ~ Crispy tortilla chips with our house-made Pico de Gallo (serves 25-35) .....	\$40.95
House Made Potato Chips ~ served with French onion dip (serves 25-35) .....	\$55.95

(menus subject to change)

All prices subject to 22% service charge & sales tax

# Catering Policies

## Delivery/Pickup

- All deliveries and pickups are subject to a 22% service charge & sales tax (unless you are tax exempt)
- Most menus are available for pickup at our 4300 Hoffmeister location during our regular hours of operation to save delivery charges (**please call for more information on Orlando's hours**).
- All menus include food in disposable foil and plastic serving containers.
- All menus include appropriate high quality disposable dinnerware and condiments (except ala-carte Party Tray Menu).
- Serving Utensils billed separately @ \$1.50 each as needed and reusable wire chafers for hot items @ \$15.00 each
- Delivery and Pickup menus do not include coffee (or other beverages) unless purchased separately.
- We suggest a delivery time 30 minutes prior to your serving time. Please allow for the time it takes to access your building (dock deliveries, security check in etc.)
- We guarantee delivery within 15 minutes of the scheduled time, before or after.

## Delivery Charges (for most areas)

**Driver gratuity is at your discretion**

<b>Box Lunches only:</b> Monday-Friday, 8:00 am-4:00 pm	\$15.00
Monday-Friday, 8:00 am-4:00 pm	\$50.00
Monday-Friday, 6:00 am-8:00 am/5:00 pm-8:00 pm	\$75.00
Saturday, 8:00 am - 8:00 pm	\$75.00
Sunday, 8:00 am - 12:00 pm	\$75.00
We are sorry we are not available for pick ups or deliveries after 12:00 pm on Sundays	

## Full Service Catering

- Full Service events include our trained and courteous staff.
- Staff is scheduled at Orlando's discretion, determined by the menu, services, and venue requirements.
- Additional servers may be added at \$35.00 per hour for a minimum of 4 hours.
- All events are subject to a 22% service charge and sales tax (unless you are tax exempt).
- Full Service events include appropriate high quality disposable dinnerware at no charge.
- An upgrade to china, silverware and glassware is available at an additional charge (see our Available Options brochure)
- Formal Dining Menus include all necessary china, silverware and water glasses.
- Orlando's requires a separate area away from guests to prepare trays and store equipment as well as a minimum of 5—8' tables or the equivalent for food preparation and service.
- We make arrangements for all rental items if necessary.
- Orlando's provides serving pieces, catering, and kitchen equipment on served events only.

## Minimums and Guarantees

- There is a \$150.00 minimum on all orders (pick up orders are exempt if picked up during business hours & event times)
- All published prices are subject to change unless under contract.
- Contracts are written with a "minimum guaranteed number of guests" for the contracted price.
- Final guest count and all other final arrangements are required 2 weeks prior to the event date. No provisions for decreased guest counts after this date. Increases in guest count may be made 1 week prior to the event. Changes made after this date may be subject to a surcharge.
- If no guest count changes are submitted 14 days prior, final guest count will be the original contracted number.

## Rentals

- We can coordinate for you the rental of tents, tables, chairs, table linen, china, silverware, glassware, audio visual equipment, lighting and décor for your event.

## Deposits/Billing

- All orders require a signed contract as confirmation of services.
- A 20% deposit is required upon booking.
- A credit card on file is required for any host bar services or any items that are purchased "on consumption".
- Final balance due 2 weeks prior to event.
- Direct billing is available for corporate clients. Please ask for credit details.
- Direct bills not paid within 30 days will be charged a 1.5% late charge.
- 3% fee for credit card payments. We accept Mastercard, Visa, Discover and American Express.
- Sales tax is charged on all events unless a copy of tax exempt letter is provided for each event (tax exempt letters must be up to date).

## Cancellations

- Event cancellation within 48 hours of the event are billed in full.
- All cancellations must be made by phone **AND** by mail, email or fax, client must receive a confirmation of cancellation from our office in order to avoid any charges.
- Deposits are not refundable.