

Briar Patch Catering

Frequently Asked Questions & General Billing Information

Thank you for choosing The Briar Patch Catering Company. We offer many different options and services to meet your needs. We strive to make your event perfect in every way. Below are explanations and cost information of our services, as well as other facets of your event we can arrange for in order to make your party successful. **Please read the following pages and sign the enclosed form stating you have read and understand the information, and return it to the Briar Patch via fax or mail.** Feel free to call with any additional questions. Prices and specifications are subject to change.

Event options

Each event requires a different level of service. Our service options including:

- Full, formal dinners (buffet-style or seated)
- Cocktail service
- Hors d'oeuvres receptions
- Boxed lunches/dinners
- We can accommodate and customize our services to fit your needs

Schedule of Charges

There is a **\$500 minimum** for dinner / reception events. Box lunches / dinners are available at a **25ct. Minimum**.

- Delivery and set up charge for "drop off" events is \$50.00
- Pick-up & clean up charge for "drop off" events is \$ 50.00.
- An after hours clean up fee of \$200 applies to break down of "drop off" events after 8pm.
- An additional delivery charge may be required for long distance events.

Specialty Serving Equipment

Depending on the menu items selected or the nature of your event, specialty serving equipment (chaffing dishes, specialty trays, coffee service, etc.) or fine silver service may be suggested or requested. **These items are available from the Briar Patch for a charge, or we can refer you to an outside rental company.** Please ask about our equipment usage prices.

- Disposable (forks, spoons, knives, etc.)
- Buffet silver, decorations, etc

- Prices vary according to needs .

Menu Pricing

Every event is unique, so we offer an array of menu options and items to accommodate your event. Menu pricing is determined by a combination of factors including food cost, the cost of food preparation, the date of the event, the location, and the number of guests.

Deposits

Our business depends on our availability, a 20% **Non-refundable** deposit is required to reserve an event date. Deposits can be paid in advance with a check, Visa or MasterCard.

Guarantee

In order to properly prepare for your event, control our costs, as well as ensure the finest service possible, we require a guaranteed number of guests to be fixed 10 (ten) days prior to each event. Significant decreases in originally agreed upon numbers may result in a higher per-person cost. Numbers may be increased, but not decreased, one month prior to the event.

Service Crew Charges

If your event requires service staff or bartenders, we supply the best. Our standard policy to ensure the highest quality service is supplying one server per 15 guests. Other staffing issues include kitchen staff and bartenders as needed. Below is service crew pricing information.

Servers / Bartenders are available @ \$90.00 for the first four hours. Servers are paid \$15 per hour each additional hour and \$25 per hour for Sundays and Holidays. Servers are paid from time of arrival on site until clean up and breakdown is completed. Servers may accept a gratuity if you find the service was exceptional.

Late Night Rates: After 12am (midnight), service staff rates increase to time-and-a-half.

In order to be fully prepared for your event, standard arrival for set up will be 2 hours prior to the event start time. Breakdown and clean up time varies depending on size and extent of the catered event. Standard staffing time for a typical event is 6-7 hrs. (2 for set up, 2-3 for actual event, and 1-2 for breakdown and clean up). However, every party is different. **Please communicate the ideal or estimated time frame for your event prior to the event date.**

Service Charge of 15% will be added to your bill. This fee does not go directly to service staff. Rather, it helps control costs of insurance, workman's compensation, automobile maintenance and fuel, etc., allowing us to keep our menu prices reasonable to our clients.

Payment

Unless prior arrangements have been made, payments are due in full and payable upon completion of the event by check, Visa, or MasterCard.

Additional Information

We can arrange for many other services including equipment rental, floral needs, lighting, etc. Valet services can be arranged as needed. Ask for information. While we can make arrangements for such needs, we cannot be held responsible for damage or breakage. Please talk to us about your equipment and service needs.

Briar Patch Catering is fully licensed, insured, and inspected. References available by request.

Thanks again for choosing Briar Patch Catering. Please feel free to contact us with questions or concerns at any point in your planning process. We will do our very best to accommodate your needs and requests.

Please Sign and return the following section to the Briar Patch:

Briar Patch Catering

Catering Information Agreement

I, _____ have thoroughly read and fully understand the General Information and Billing Agreement and agree to the terms of service stated within.

Signature _____

Date _____

Sincerely,

Becky and Nancy Griffith, Owners, Briar Patch Catering

1808 Hayes St., Nashville, TN 37203

office/fax(615) 329 - 4645

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