

OFF SITE EVENT POLICIES

Deposit & Payment

- * A 30% deposit is required with all signed contracts. The contract and deposit must be sent in together within 30 days of receiving the contract in order to secure your reservation. Client retains one copy of the contract and the second copy should be signed and returned with the deposit.
- * Unless other arrangements have been made, all outstanding balances are due on the scheduled day of the event. Accepted methods of payment include cash, personal checks, Mastercard, Visa, Discover or American Express. **All events require a credit card to be on file.**
- * **Final billing** will be based upon the number of meals ordered or served (whichever is greater) - not upon the number of guests in attendance.

Meal Counts

- * Fosters will ask for an estimated meal count 1-2 weeks prior to event.
- * Final meal counts must be confirmed 24 hours prior to event.
- * **All appetizer orders and special orders must be finalized 2 weeks prior to event.**

Tables, Tents, Chairs, etc.

- * All tables, chairs, tents, catering tents or other rentals (i.e. linens, china, flatware, etc.) are the responsibility of the client. All rental agreements are to be made directly with the rental company by the client.
- * For clambakes cooked off site, the client is responsible for supplying the fire permit and access to a water hook-up.

Set-up/Service/Clean Up

- * SET UP: Fosters outlined arrival time may vary based on set up requirements and arrival time of guests. Labor charge price quote will be based \$35/hour per staff member for hours outside of our base hours of service.
- * SERVICE: Base pricing is for standard buffet style service using fosters disposable plate ware and utensils. Events that require different service styles such as plated meals and handling of rented china will require additional staffing. Labor charge price quote will be based upon \$35/hour per staff member for required service.
- * CLEAN UP: Foster's staff is responsible for the clean up of all contracted food & beverage items, tableware, serving area, cooking area and cooking equipment. Base pricing ends Foster's service 2 hours after scheduled serving time of the contracted meal. Any additional clean up/service will be quoted at \$35/staff member per hour. Fosters requires a minimum of 2 staff members to stay at events that require additional clean-up.

Travel Fees

- * Minimum guest counts apply based on the location of the event. Additional travel fees may be charged if below minimum number of adult meals.
- * Travel fees are based on staff travel time. Fees may be subject to change based on changes in staffing needs e.g. increased guest counts, changes to service styles, additional set up or breakdown needs.

Alcoholic Beverages

- * Bar service available through Foster's in the state of Maine only. Our license only allows Foster's to handle alcohol that has been purchased through our establishment.
- * Please refer to our off-site bar sheet for additional pricing and policies.