CATERING BY JOHN LOWE

NWBOC WBE Certified

Terms of Service

GoggleWorks

1. **Tables:** Catering by John Lowe will request all necessary 6ft banquet tables from GoggleWorks. Some menu items require an 8ft banquet table for a full set up, in this case, Catering by John Lowe can rent out 8ft banquet tables at $15.00 each. Our office will notify you in these additional tables are needed.

2. **Bar Glassware:** If Catering by John Lowe is not providing bartending services for the event and real bar glassware is featured, a $3.00 Per Person++ service fee will apply. This fee is to accommodate the extra staff and equipment necessary to facilitate the management of the glassware.

3. **Linens:** The client is responsible for providing linens for all event tables; including, but not limited to food display tables, linen napkins, welcome table, gift table, cocktail tables, guest tables, cake table, DJ table, etc.

4. **Table Breakdown:** Client is responsible for providing a table breakdown that showcases how many guests are seated at each table, with table numbers. The breakdown should reflect your guaranteed guest count. This is needed in order to set the place settings.

5. **Room Diagram:** Catering by John Lowe will need to be provided with a diagram of the reception, notating the table numbers. If your venue does not provide this, you will be responsible for providing it.

6. **Water Service:** Catering by John Lowe only provides water service to the guest tables during dinner service. The client is responsible for providing bottled water at the bar if not already included with our services.

7. **Day-of Coordinator:** It is highly recommended that a day-of coordinator is present at the event to assist the client with aspects of the event not included in our services; including, but not limited to timeline management, vendor liaison, crowd management, table dismissal, additional décor and food items not provided by Catering by John Lowe.

8. **Excess Food/Leftovers:** As a courtesy, Catering by John Lowe will package up a bag for the wedding couple to take home that will include a couple meals for them to enjoy. Any additional leftover menu items will be donated to a local shelter.

9. **Arrival Time:** Our staff will arrive approximately two hours before the start of the ceremony.

10. **Cake Cutting:** Our services include cutting the cake after the ceremonial cake cutting and presenting it buffet style on premium faux china for your guests to enjoy. Catering by John Lowe will not move or touch the cake before the cake cutting. The client is responsible for providing their own ceremonial cake knife.

11. **Dessert Setup:** If the client requires assistance setting up desserts provided by another vendor or by the client themselves, Catering by John Lowe is happy to offer this service for a flat fee, which will vary depending on the type of dessert. This service includes all necessary faux china products, desserts plattered and leveled, as well as complete setup and cleanup of the display area.

12. **Place Settings:** Our place settings include white china dinner and salad plates, silver flatware, and a water glass. Our staff will also fold the napkin in a waterfall fold. Your day-of coordinator will need to set any additional items at the place settings (i.e. menus, sprigs, etc.).

13. **Cocktail Hour and Dessert Service Tableware:** Catering by John Lowe provides premium faux china products for package included menu items and menu upgrades presented during cocktail hour and dessert service.

14. **Necessary Bar Closures:** The bar will need to be closed during introductions, first dances, welcome speeches, and will reopen at the start of the first course. If you have chosen individually plated meals, the bar will remain closed until all entrées are served to ensure timely meal delivery by our wait staff. If Catering by John Lowe is not providing bartending services, the client is responsible for informing bartenders of these necessary closures of the bar.

15. **Room Flipping:** Please note that our packages prices do not include room flipping services. If we are unable to preset the place settings at the guest tables, a fee may apply.

In summation, your finalized menu, guaranteed guest count, day of timeline, and a room diagram are a pivotal part of completing our services. This information is needed in a timely manner in order to prepare your menu and arrange staffing for your event. Please arrange with your venue and/or coordinator to provide this information to our office at its scheduled due date as outlined in your contract.

Initial: _____