CATERING BY JOHN LOWE

NWBOC WBE Certified

Terms of Service

Meredith Manor

1. **Linen:** Catering by John Lowe will coordinate linen rentals for all guest table linens and linen napkins. All linen will be delivered at 10AM on the wedding day. Client's Day of Coordinator will be responsible for setting linens on the tables the day of the wedding. A full list of linen ordered will be emailed to client and the coordinator to ensure a smooth set up on the wedding day.

2. **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.

3. **Water Service:** Catering by John Lowe only provides water service to the guest tables during dinner service.

4. **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.

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

6. **Cake Cutting:** Our services include cutting the cake after the ceremonial cake cutting and presenting it buffet style 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.

7. **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 china products, desserts plattered and leveled, as well as complete setup and cleanup of the display area.

8. **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.).

9. **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.

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: _____