CATERING BY JOHN LOWE

NWBOC WBE CERTIFIED

Terms of Service

Stoltzfus Homestead & Gardens

1. **Bar Glassware:** The client is responsible for confirming if the event requires the handling of real bar glassware not provided by Catering by John Lowe. This allows us to provide the appropriate extra staff and equipment necessary to facilitate the management of the glassware.

2. **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. Stoltzfus Homestead and Gardens will help facilitate all linen needs.

3. **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.

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

5. **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.

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

7. **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.

8. **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.

9. **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.).

10. **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.

11. **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.

Initial: _____