



Terms of Service

1. **Preparation Area:** Catering by John Lowe requires an appropriately sized enclosed preparation area equipped with tables, lighting, power, and water access to adequately service the event. If the selected venue does not provide appropriate accommodations, the client must arrange the necessary equipment rentals. If Catering by John Lowe is required to provide one or more of these items, a service fee will apply.
2. **Menu Execution:** If the selected venue does not have adequate space, water, and power to accommodate the client's menu selections, menu revisions will be required.
3. **Tables:** The client must supply all tables for food and beverage service, including all necessary tables for the preparation area, displayed food, and bar. Please confirm the quantity and dimensions of tables needed to execute your event with our office staff.
4. **Trash:** If the selected venue does not include trash removal, a service fee will apply.
5. **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.
6. **Arrival Time:** Our staff will arrive approximately one and a half hours before the start of the event, depending upon the size and scope of the event.
7. **Table Breakdown:** If the event includes table service (i.e. plated or family style), the 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.
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. **Excess Food/Leftovers:** Catering by John Lowe does not provide clients with leftovers from service. Any leftovers are donated to a local shelter.
10. **Bar Glassware:** If the event requires the handling of real bar glassware, not provided by Catering by John Lowe, 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.

Initial: _____