



## OFF PREMISE CATERING ADDITIONAL INFORMATION

### Service Guidelines

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*ART Catering & Events uses their years of industry experience to determine staffing needs for each event.*

*The number of staff can change depending on the number of guests, style of service, menu, event venue and other elements.*

Below are some general guidelines for event staffing:

Sit-down dinners allow one server and one cook per 20 people | Buffet dinners allow one server per 35 people

For Carving, Pasta, or Action Stations, allow for one cook per station | One Bartender per 60 people

Dishwasher required with china serviceware at \$25+ per hour | Servers, Bartenders and Cooks are \$25+ per hour each

ART Catering has the right to make changes to these guidelines as needed based on the details of the event.

### Service, Delivery and Additional Charges

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6.75% Brunswick County NC Sales Tax

7.00% New Hanover County NC Sales Tax

9.00% Horry County SC Sales Tax

Event Service Charge \$75-250 depending on details of event

Staff Gratuity \$50-75 per staff member

### Deposit Information

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\$250 NON-REFUNDABLE to hold the date if more than 6 months from event date

All prices are confirmed at 6 months from the event date

25% NON-REFUNDABLE deposit with signed contract

50% due 30 days prior to event

Final details due 21 days prior to event

Final payment due 10 days prior to event

Rentals (Linens, Serviceware) and Bar Package confirmed 4 months prior to event

Event Cancellation Insurance is Required for Events June 1 – November 1 due to Hurricane Season

### Payment Information

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Visa, Mastercard, Discover, American Express (3% Convenience Fee Incurred)

Business or Certified Checks (No Personal Checks) and Cash Accepted

ACH Transactions with No Fee

Mailing Address for Payments:

111 Cheers Street, Shallotte, NC 28470

*If there is an item that you would like but do not see it on our menu - please let us know as we most-likely can create it for you. We do our best to accommodate food allergies and diet restrictions, however, we cannot 100% guarantee none cross-contamination with any of our menu items. ART Catering & Events cooks and bakes from the same kitchen with shellfish, dairy, nuts, gluten, and all other items on the food pyramid. Notify us of your allergy/concerns upon ordering and we can discuss all options.*