

# CATERING SERVICES PROPOSAL

**Smokin' with Chris**  
**59 West Center St**  
**Southington, CT 06489**  
[smokinwithchris@gmail.com](mailto:smokinwithchris@gmail.com)  
**860.620.9133**

## **Policies**

**MENU:** Your menu has been specifically created for your event. If you would like to modify your selections we will certainly attempt to satisfy your requests. Final menu selections, however, are due 7 business days prior to the event and must satisfy minimum cost arrangements for your event.

**ATTENDANCE:** Final count for an event, which becomes your guaranteed number when calculating the bill, must be received 7 days prior to the event. If attendance is more than 10% above the guaranteed number, we will make every effort to accommodate your group. However, we cannot guarantee availability of additional items as specified in the original order and will substitute accordingly.

**CANCELLATIONS:** For any cancellation within 30 days of the event, the 25% deposit is non-refundable. Any cancellation received within 7 days of the event will result in a charge of 50% of the total bill. Cancellations less than 24 hours before the event will result in a charge of 100% of the total bill.

**SEVERE WEATHER POLICY:** Severe weather is defined as CT State closing, Interstate Road Closings, or Acts of God (Tornado, earthquake). Any cancellation received within 36 hours of an event due to severe weather will result in a charge of 30% of the bill to cover the food costs. Any cancellation received with more than 48 hours noticed due to severe weather booked event will be canceled with no charge and deposit returned.

**PAYMENT:** For any event valued at \$500+, a deposit of 25% of the total bill is required to hold the catering venue/date and ensure coverage of staff, equipment, and food costs. This deposit secures your event. The remaining balance is due 3 days prior to the event. Payment in full must be received before Smokin' with Chris can service your event.

**PICK-UP TIMES:** All pick-up orders include a 15-minute window.