



## **Policies & Additional Services**

### **The Proposal & Menu Building Process:**

Sandstone Catering prides itself on being a Custom Catering Company and will personalize a menu specifically for every client and every event. We are happy to design menus to fit your individual tastes and budgetary needs.

### **Securing Dates & Payment:**

In order to secure a specific event date, Sandstone Catering requires a \$500 non-refundable deposit. This deposit is valid for 30 days so that we may complete the Proposal Process and finalize the Event Menu and will be applied toward the Proposal total. Before the 30 day period is over, a final Event Menu and Proposal must be signed and an additional deposit of 50% of the proposed total will be due so that our Sales and Event Staff can continue with the coordination and planning of the event. The final payment will be due 7 days before the event date along with a final head count and exact event timing (Any changes in head count, 10% up or down, menu or additional services will be adjusted on the final Proposal). Payments may be made by check or credit card. All events must be secured with a credit card on file.

\*Events booked with 30 days of the Event Date will require a signed Event Menu and Proposal and a \$500 non-refundable deposit with the remaining proposed total due 7 days before the event date along with the final head count and exact event timing.

### **Taxes & Service Fees:**

A 15% service fee and 9% SC Sales Tax will be added to the total cost of food, beverage and service.

### **Additional Services:**

Sandstone Catering is a full service event planning and catering company! We can help arrange every aspect of your event- photography, flowers, cakes, rentals equipment and transportation just to name a few! All vendors that are arranged by Sandstone Catering for you will be added to your proposal at cost plus an additional 15% Coordination Fee. This Fee gives Sandstone Catering the ability to secure vendors, handle all details and organization of the services and will provide for someone to oversee arrangements the day of the event.

### **Cancellations:**

Sandstone Catering requires all cancellations in writing. Cancellations are subject to the following fees:

- If you cancel 30 days or more prior to an event you are subject to a forfeiture of \$500 deposit. In the event a \$500 was not required, you may be subject to a \$150 Administrative Fee.
- If you cancel 14 to 29 days prior to the event you are subject to pay %15 of total invoice and may be subject to a \$150 Administrative Fee.
- If you cancel 24 hours to 7 days prior to the event you are subject to a forfeiture of all paid deposits and may be subject to a \$150 Administrative fee.

In the event of natural disaster, Sandstone Catering will work with the client on re-booking. If a date cannot be selected the client is only responsible for the \$500 non-refundable deposit.

**A Note on Timing:**

We require at least one hour set up period for regular Events and one and a half hours set up period for weddings or larger Events. Every effort is made to include proper staffing on the initial proposal based on the timing you choose for your event. Sometimes it is necessary to extend the time of the event based on the client's wishes. If the staff stays longer than originally proposed, the client will be billed for the overage. Our staff is responsible for the entire breakdown of the event and will need to stay until they are finished.

**Outside Vendor Disclaimer:**

Sandstone Catering is not responsible for outside vendor services arranged by the client. Sandstone Catering is not responsible for opening, closing, equipping or decorating any venues that have been arranged by the client.