

## *General Rules & Policies*

1. Minimum spending requirements may apply as well as labor and delivery charges depending upon the specifics of your event. Please call our catering consultant to discuss this further.
2. Most of the pricing in this brochure is based on 50 guests or more. If your guest count is below 50, you will need to add \$1.00 per person to the listed menu price (except for boxed lunches).
3. If a buffet attendant is required, the buffet attendant will bring white table linens and black overlays to cover the buffet tables. In addition, chafing dishes will be brought to hold all hot items. The buffet attendant will set up, attend, and break down the buffet line. Generally, a buffet line would be left open for 20 minutes after the last person goes through the line the first time. If extended serving times are required, additional charges will apply. Be sure to address these issues with your catering consultant when placing your order so appropriate arrangements can be made.
4. Cincinnati Catering has pre-determined serving sizes for each menu. These serving sizes take into account a mixture of men, women, and children. If you are serving a group of primarily men, you may want to consider our “Hearty” portion. Please call to discuss this option with a consultant.
5. A surcharge will be applied to the listed costs when the client is ordering catering for the Lake Lyndsay properties, Voice of America Freedom Park Lodge and Trophy Room, the Fairfield Community Arts Center, the Fairfield Golf Course Clubhouse, and the Mulhauser Barn at Beckett Park. In addition, additional labor, linen, or beverage charges may be applicable depending upon the requirements of each facility.
6. Cincinnati Catering does not include or require any service charges or gratuities — it is left to the client’s discretion.
7. In order to reserve our services for your event date, Cincinnati Catering requires a \$200.00 deposit along with a signed proposal. The deposit is non-refundable if the event is cancelled. As long as the event is not cancelled, the \$200.00 deposit will be deducted from the final balance.
8. Unless other arrangements have been made, final menu selections, setup requirements, and a guaranteed number of guests are required two weeks prior to your event date, at which time catering charges with applicable sales tax are due. Corporate parties may wait until one week prior to confirm details and may be invoiced with prior approval.
9. Cincinnati Catering accepts cash, MasterCard, Visa, American Express, company purchase order numbers, company checks, and personal checks. A service charge of \$50.00 will apply for all returned checks.
10. Prices and menus are subject to change without notice. Please call for an updated menu.

