

## ATOMIC CATERING: WEDDING RECEPTION POLICIES & PROCEEDURE

1. Once initial contact is made, you will receive via email or mail, a copy of our wedding packet which will include a sample menu, event services, a wedding planner, pricing schedules and our wedding contract.
2. Next, we'll want to set up a face to face meeting with one of our sales representatives to discuss the details of your event. At this meeting, your sales representative will discuss the different elements of our wedding packet along and how Atomic Catering can fulfill your vision for your wedding day.
3. Based on this first face to face meeting, an Informal Proposal will be prepared which will include a sample menu & pricing, labor estimates, rental estimates and décor packages. This informal proposal will help to create on paper what you've been dreaming about for your wedding and will help set the groundwork for your Formal Proposal.
4. After the Informal Proposal has been refined (which may take several revisions), you're now ready to move onto the Formal Proposal stage. At this stage, your sales representative will prepare a detailed proposal including all your menu items and description, labor services & estimates, rental descriptions & estimates, bar descriptions & estimates, location details, arrival, set up times & breakdown times, event timelines and a variety of other elements which will help to ensure a successful reception.
5. If everything looks good, we'll be happy to set up a tasting for you and up to three of your guests. Our tasting will include a sample of items from your menu along with a few other items to demonstrate the skill and range of our chefs. If after the tasting you desire to secure our services, we'd need to receive a 50% deposit of the total estimated cost along with a signed contract within the next seven to ten days (even though more event revisions may be needed). This signed contract and deposit secures the basic elements and estimates prepared in your BEO (banquet event order), but does not preclude future changes in your event At Atomic Catering we build our wedding calendar on a first come first serve basis, once our calendar is filled on that date it is closed to all brides no matter the size or total cost of the event.
6. At this point in the process, we'll want to set up a sight inspection. Your sales representative along with our Event Planner will meet you at your venue to discuss the organization, layout and timeline of your reception. After the site inspection is completed, you'll receive a CAD (computer aided design) detailing the different elements and arrangements for your reception. Your sales representative may also schedule a meeting at one of our rental companies to go over place settings, stemware, linens and other décor items.
7. Now, a Final Wedding Proposal will be generated outlining all your reception details. And though there may be additional changes to your BEO prior to your reception, this Final Wedding Proposal will serve as a guarantee of our services and products. Your final balance will be due two weeks prior to your reception

## **WEDDING RECEPTION TERMS AND CONDITIONS**

### **Estimates**

All pricing is considered an estimate until the final invoice is signed and a deposit is given. Menu prices will not be guaranteed more than sixty days in advance.

### **Guest Counts**

A guaranteed final guest count must be received 7 days prior to your scheduled event date. If attendance falls below the guaranteed number of guests after the 7day deadline, the client will be charged for the final guaranteed guest count. In the event the guest attendance exceeds the guaranteed final count, the client will be charged for any additional attendees which Atomic can accommodate. In the event you have fewer guests attend, the client is still responsible for the total event cost on the final invoice.

### **Payment for Weddings**

Estimates are prepared after the Banquet Event Order has been completed. Atomic Catering will request 50% of all estimated costs at the time the event contract is signed and the remaining 50% will be due two (2) weeks in advance of your reception. Estimates are based on expected attendance. For your convenience, any incidental charges that occur on the day of the function will automatically be charged to the credit card number kept on file and a final accounting will be forwarded to you. In the event you have fewer guests attend an event than expected, the client is still responsible for the total event cost on the final invoice. A valid credit card is needed to secure all events even if a client is planning on paying by check or cash.

### **Gratuity**

Gratuity is not charged on the bill. Gratuity is at your discretion and graciously accepted by the staff. If you decide to tip our kitchen, service and bar staff, please provide the tip to the event leader and please provide equal amounts for the staff.

### **Liquor Policy**

In order to protect the safety of your guests and others, Atomic Catering reserves the right to deny service of alcoholic beverages to anyone. We may also, at our discretion, cease alcohol service entirely if it is deemed appropriate. Atomic Catering will not serve "shots " as part of any event. Bartenders will issue a last call no less than 30 minutes prior to the scheduled end time of the event. The host(s) of all privately contracted events will be held responsible for their guest's behavior. For those clients ordering off site bar service, please be aware that any left over alcohol at the conclusion of the event must remain with Atomic. It is unlawful for any off-premise caterer to sell the leftover alcohol to a client. Client's of Atomic Catering shall obtain insurance for liquor liability and shall indemnify, defend, and save harmless Atomic Catering, its officers, and employees from any claims or damages.

### **Food and Beverage**

All catered food and beverage must be consumed on the premises during the event time. We recommend that you consult with your sales representative prior to the printing and mailing of invitations to ensure accuracy. Multiple entrée events require the client to provide clearly distinguishable place cards for each guest. Atomic Catering buffets will be replenished for the first 1½ hours of the function, based on the guarantee. All food and beverage prices are subject to change and availability. Atomic Catering cannot be responsible for services over 5% of the guarantee. If Atomic Catering does not receive an adjusted guest count, the guest count on the signed contract will be the guarantee number and used for set-up, food preparation and billing.

### **Personal Property**

Atomic Catering is not responsible for lost, stolen, broken or forgotten articles. Any personal property should be removed from the premises at the end of the function, please advise staff if you need assistance. If you wish to have Atomic secure and be responsible for any centerpieces, vases, decoration or décor items at the conclusion of your event, arrangements must be made in advance. If Atomic Catering is contracted to secure personal items at the conclusion of the event, an additional charge will be incurred based on the quantity of items and total value. Items not picked up within 30 days will be charged a storage fee of 20% of the original charge per week. Please speak to your sales representative for details.

**Guest Conduct**

Clients are responsible for the protection of all buildings, equipment and furnishings both during preparations and during the reception. Damage or loss will be billed to the client. The on-site contact of the wedding reception is responsible for the conduct of all attendees.

**Seating Chart and Floor Plans**

If applicable, client's are to provide Atomic Catering with a seating chart and floor plan at least seven days prior to function. Changes accept upto 72 hours prior to event.

**Post Event Charges**

1. Events which run beyond the agreed to timeline. Labor charge billed on an hourly rate in whole hour increments.
2. Any additional goods and services including the additional administrative and transportation fees.
3. Additional rental charges including lost, damaged and late pick up charges.

**Payment**

Payments may be made in cash, credit card or checks made payable to Atomic Catering. A credit card is necessary to secure every reception contract and will only be charged with the clients expressed permission or in accordance with the terms and conditions set forth in this contract.

**Cancellations**

1. For events under \$2,000 and cancelled less than 7 days prior to the scheduled event date, a 10% surcharge will be charged to the client's credit card.
2. For events over \$2,000 and cancelled less than 21 days prior to the scheduled event date, the \$500 date deposit is non refundable.
3. In the event of inclement weather: any event confirmed by a signed contract and deposit (if applicable), must provide Atomic Catering with cancellation of their event no later than 48 hours prior to their scheduled event date. In the event a scheduled event is canceled within the appropriate time frame, any deposits received will be applied to a rescheduled event date. No deposits received for a confirmed event will be refunded for inclement weather.

**Performance**

Atomic Catering shall not be responsible for failure to perform due to strikes, fire, snow, and flood, order of any government authority, interruption or failure of power services, breakdown of equipment, any and all venue failures or other causes beyond the control of Atomic Catering.

**Non-Payment**

In the event the client fails to pay the sum due hereunder, client agrees to pay interest of 1.5% per month of any outstanding balances, all costs of collection and reasonable attorney fees.