



Crystal Rose Catering Off-Site Catering

General Information

Deposits:

A deposit is required to confirm functions and event date. The minimum deposit is 25% of the estimated total bill or \$1,000.00; whichever is greater. All deposits and pre-payments are NON-REFUNDABLE.

The BALANCE of the estimated total is due 7 days prior to the event in cash or cashier's check.

Reservations:

Upon booking a minimum number of guests in attendance must be established. The guaranteed guest count is due 7 days prior to the event.

Event Service Availabilities:

Breakfast:

7:00am-10:30am (Mon-Fri)

Lunch/Dinner:

11:00am-12:00am (Sun-Thurs)

11:00am-1:00am (Sat-Sun)

Food Minimum:

A food minimum of \$2500.00 is required for off-site catered events.

Menu:

Menu selections must be received at least 30 days in advance. For a two entrée served selection, a count of each selection must be received 10 days prior to the events. The cost for the second entrée will reflect the rate of the higher chosen item. Coded entrée cards must be provided by the client, to ensure proper service to guests.

Beverages:

Complete soft bar or alcohol bar service is available as either a "Hosted" or "No Host." A set up fee of \$200 will apply for soft bar and beer and wine only set ups. A bar set up fee of \$350 will apply for full alcohol bar set ups. Both set up fees include the bartender for up to 200 guests. Additional bartenders are \$20.00 per hour at a four hour minimum.

Full Service Staff:

Full service staff is available as follows:

Banquet Server and Bartender:	\$20.00/hour (min 4 hours)
Banquet Manager (required with plated service):	\$25.00/hour (min 4 hours)
Houseman:	\$15.00/hour
Beer and Wine Servers:	\$75/staff (at meal service up to 3 hours)
Station Chef/ Carver:	\$100/staff

Additional Fees & Costs

Sales Tax

Crystal Rose Catering is located in Westminster, CA. Orange County sales tax of 7.75% will apply to all food, beverage and service items.

Delivery:

A delivery charge and/or set up fee of \$75.00 will apply to all areas with 25 miles of Westminster, CA. A \$150.00 fee will apply to all deliveries outside the 25 mile parameter.

Equipment Rental Packages:

Full service equipment rental is \$7.50/perons and includes:

<u>Chinaware</u>	<u>Silverware</u>	<u>Glassware</u>	<u>Tablecloth (60")</u>	<u>Napkin</u>
Dinner Plate	Two Forks	Water Goblet	85" x 85" square	choice
Salad Plate	One Spoon		choice of color	of color
Bread Plate	One Knife			

For plastic ware a \$3.50 per person fee is applied

Linens only for 60" round (85" x 85"): \$2.00 per person
(Includes tablecloths and napkins for guest tables and buffet stations)

Table and Chair rentals are the responsibility of the engager. Engager is welcome to work directly with own equipment rental company. Crystal Rose Catering may order and orchestrate rentals, should the engager so need.

