

Wedding Catering Policies, Pricing guidelines and Additional Information

Deposits and payments:

- In order to reserve your date a Save the Date Deposit of \$350.00 is required. A check written to CUAS (Cookin' Up A Storm) should be mailed to 2091 21 ¾ Street Rice Lake, WI 54868. The Save the Date deposit will be deducted from your final invoice. Should you cancel for ANY reason, the deposit remains with CUAS.
- Once the food menu and any additional services you desire are selected, an ESTIMATED invoice will be put together for your approval. It is recommended that you finalize these decisions 3 months prior to your event date.
- Once all parties are in agreement on the estimate, CUAS will calculate a 25% deposit on your event. This deposit needs to be submitted to CUAS NO LATER than 2 months prior to your event. This deposit will be deducted from your final invoice.
- Final guest count and your DAY OF EVENT TIMELINE AND SEATING CHART, if required, will be due via email 10 days prior to your date(s) and is not subject to reduction after that time. At this time you will also need to submit your credit card number for incidental expenses.
- Upon receipt of our final guest count and timeline, your invoice will be recalculated and finalized.
- CUAS will email your final invoice along with a checklist of services once we receive all of the information above. At the event if your guest count is exceeded you will incur extra charges that will be billed to our credit card on file with CUAS Inc. within 3 day.

Final payment for all food and services is due 5 full business days prior to your event. If final payment is not received by CUAS 5 days prior to your event a \$50.00 late fee will be charged for each day past due. If payment is not received by the event date services will not be provided. Returned checks are subject to a \$75.00 penalty.

- **Payment Methods**

CUAS accepts cash, personal checks, cashiers checks and credit cards for payment options. There is a 4% fee for all credit card transactions. CUAS will also retain a credit card number for our files for each client responsible for payment in the event

of charges that may be incurred after final payment is made for fees incurred on the day of the event. This card information must be submitted with final guest count.

Pricing:

- Pricing is subject to change due to the volatile nature of food and beverage prices. We will work with you to find an agreeable substitution if price moves any menu selections out of your budget.
- Add \$2.00 per plate for events under 50 guests. Pricing on the menu is set based on buying in bulk to reduce costs. If we need to buy less product we are not always able to get as good of a price point
- If you need to add a limited number of an additional entrée to accommodate dietary needs (for example; gluten sensitive, no dairy, Vegan) there will be a flat rate kitchen fee of \$45 in addition to the cost of the meal(s).
- Holidays and Special Dates will incur an additional staffing fee of 25% of the total invoice (Mother's Day, Memorial Day Weekend, Father's Day, 4th of July, Labor Day Weekend, Christmas Eve, New Year's Eve, New Year's Day, Easter and Thanksgiving)
- If guests return to the buffet for a second serving they will be required, in accordance with Barron County Health Code, to take a new plate which in turn will be counted towards total guest count if you have met your guaranteed guest count. If we service more meals than what you guaranteed in your final guest count, you will be invoiced and charged with the credit card on file for the additional meals within three business days.

Additional Service Style Pricing:

Plated Salad with Buffet dinner service: \$1.50 per place setting. Please note that plated salads can only be selected for venues where the dining area is closed off and secured from guests prior to seating. Also please note that salads will be placed at ALL chairs at a table and charged accordingly. Make sure to include your seating chart with your final guest count and if necessary for place settings.

Family Style Dinner Service: \$3.00 per guest plus cost of plated china service and table service rental pieces needed.

Plated Style Dinner Service: \$20.00 per server, per hour for a minimum of 3 hours which includes set up, dinner service, clearing of tables, disposal of trash in the catering area and clean up of the plating/staging area.

Cookin' Up A Storm reserves the right to determine if a location/venue is feasible to provide service style other than buffet style if requested. Not all venues are set up to accommodate plated or family style service. Nor are all venues suitable for use of china. Requests for service styles outside of buffet service and use of china must be approved after a site visit by the owner of CUAS.

Rental Pricing:

- Buffet Service China: Dinner plate, fork, knife and disposable napkin \$3.00 per guest
- Plated Service China: Dinner plate, salad plate, salad fork, fork, knife and disposable napkin \$3.75 per table setting.
- Family Style Service: Same as plated plus cost of necessary serving pieces, starting at \$4.00 per table.
- China coffee Cups \$.45 each – water pitchers \$1.25 each – Glassware \$.50 each
- Client is responsible for any lost, damaged or broken pieces.
- Client is responsible for returning any equipment or serving pieces within 48 hours of event date to 422 N Main St in Rice Lake, WI if client needs to use them after CUAS serving staff has left. Some examples are if you want coffee service for after dinner, beverage dispensers left for guests, dessert platters or equipment required for late night snacks.

Event and Delivery Fees:

An Event fee (18%) is applied to all catered events. This fee includes but is not limited to Set Up and clean up of buffet area and any onsite kitchen areas we are allowed to use at your venue, workers compensation and insurance on each employee working at your event, paper goods and disposables and kitchen preparation time. All state and local taxes will be applied as required. Delivery fees will be determined by the location of your event and will encompass both mileage and labor costs for staff travel time.. **The event fee is NOT a service gratuity and is not paid to the service staff working your event. Gratuities are at the client's discretion and if you are pleased with our staffs' service, gratuity is always appreciated. Any extra gratuity will go directly to the service staff on the day of the event.**

Timeline Discrepancies:

Delays in the timeline require us to pay additional wages to staff. **YOU WILL BE BILLED FOR ADDITIONAL STAFF TIME** if your event does not adhere to the agreed upon timeline. Fees will be charged in increments of \$15.00 per staff member for every 15 minute delay. An example is if you state on your timeline that dinner service will start at 6:00 p.m. and you do not start until 6:45 you will be assessed \$15 per staff member for 3 - 15 minute increments. If there are 6 staff members that is $\$15 \times 6 = \90×3 (for the 3 - 15 minute delays) = \$270 just for delays. Why are we so strict about this? A. Time is money and B. The quality of your meal is compromised the longer it is sitting waiting to be served. C. Your guests blame us if dinner does not start when it is supposed to. We will not start dinner service if the bride and groom are not present.. **Please remember to submit your finalized timeline with your guest count 10 days prior to your event. ALSO... BE SURE TO INCLUDE WHEN ANY**

SPEECHES ARE GOING TO BE MADE. IF THEY ARE TO BE MADE BEFORE DINNER PLEASE INCLUDE THAT IN YOUR TIMELINE AS THAT WILL DELAY THE START OF MEAL SERVICE.

Certifications And Licensing:

CUAS is a licensed catering company located in Barron County, WI. We cook in a certified kitchen and are able to provide documentation for your approval. Because of the standards and limitations of our certification and insurance policies, CUAS is not able to provide shared services for any event with the exception of a licensed baker. Therefore, any food that is to be served at your event must be purchased, prepped, prepared, delivered, and served by CUAS. NO exceptions.

Allergies:

All food is prepared in a commercial kitchen that handles nuts, shellfish, eggs, dairy, soy, and wheat regularly. If food allergies exist, the client is responsible for making alternative eating arrangements. We will strive to work with food sensitivities, but true food allergies need to be resolved between the client and their guest(s) with said allergies.

LEFTOVER FOOD:

PLEASE BE ACCURATE WITH YOUR FINAL HEADCOUNT. If you intend to feed any vendors, please be sure to include them in your guest count.

To prevent food-borne illness and in accordance with both the State of Wisconsin and Barron County Health Departments, it is our policy that any leftover hot or cold sensitive food from an event will NOT be allowed to be retained by the clients or guests. It must remain the property of Cookin' Up a Storm Inc. Once again, **PLEASE BE ACCURATE WITH YOUR FINAL HEADCOUNT. If you intend to feed any vendors, please be sure to include them in your guest count.**

Desserts and Cakes

We are proud to share that our sister company, The Wicked Whisk BakeHouse and Bistro, is happy to offer a large variety of desserts for your wedding. Whether you are looking for an elegant dessert display or a sweet and simple cookie and bar buffet, they will make it tasty and delicious! Please let us know if you need information on desserts to add the perfect final touch to your wedding celebration!

Cake Cutting Fee:

We are happy to provide this service for your event if desired. We will cut and plate the cake for the flat rate of \$25 plus \$1.25 per guest for cake plate, fork, and napkin. . If you

would like us to serve your cake to your guests at their tables' there will be an additional fee of \$40.00.

If you do not require our services for cake cutting or serving and will be having desserts from another licensed vendor please be sure to plan for ALL servingpieces needed. Our utensils and serving pieces will be repacked upon completion of dinner service and NOT available for your guests.

Cancellations-

- Cancellation by Client- All prepayments and deposits are forfeited if you, the client, cancel the event at any time. CUAS will apply the entire balance of your deposits and prepayments, less \$500.00 towards another event occurring within 90 days of the original event date, subject to availability. All costs are subject to change.
- Cancellation by Venue or Acts of God- All prepayments and deposits are forfeited if the event is cancelled by your venue or acts of God (i.e. fire, flood, terrorist activity) prevent CUAS from performing your event as agreed. CUAS will apply the entire balance of your deposits and prepayments, less \$500.00 towards another event occurring within 90 days of the original event date, subject to availability. All costs are subject to change.
- Cancellation by Cookin' Up A Storm Catering.- CUAS reserves the right to terminate this contract for any reasonable and actual inability to perform the series contracted. This includes any circumstances of verbal abuse and inappropriate behavior exhibited by the client toward the staff of CUAS. If CUAS terminates this contract over 30 days prior to your event date, all deposits and prepayments, minus the save the date deposit will be returned within 10 days as well as an additional \$500.00 penalty.

