



Catering Event Policy Information

Event Reservation

In order to secure your date, a signed contract and a \$250.00 deposit are required. For events estimated to be less than \$500.00, a \$100.00 deposit is required.

Count Finalization

The final count is due one week prior to the event. If no final count is given, the estimated count from the signed contract will be used for food preparation and billing purposes. The final count may be increased up to 24 hours prior to the event, however may not decrease.

Payment

The final count, the final menu and 50% of the final bill are due one week prior to the event. The final bill will be presented at the end of the event and will be due upon receipt. 3% interest will be added to the final bill if not paid within one week.

Additional Charges

Delivery charges may be applied.

18% Service charge will be applied.

6% Sales Tax will be applied to all bills. Any tax-exempt organization must provide a completed tax exempt form.

Cancellation Policy

Clients may cancel up to 48 hours prior to the event without being billed for the remaining balance. Any money received prior to this point will be non-refundable.

Liquor Liability

Ingram's Catering does not have a liquor license and cannot purchase alcohol for any event.

Ingram's Catering can provide TIP/RAMP certified bartenders and will follow all Pennsylvania State Liquor Control Board laws.

Event Location

It is the client's responsibility to secure the location for their event and provide Ingram's Catering with any rules/regulations required by that location.

Rentals

Ingram's Catering will provide linen and skirting for any buffet/food tables that will be used.

However, it is the client's responsibility for any additional tables, chairs, silverware, glassware and linens needed. Ingram's Catering is happy to coordinate any necessary rentals and apply the incurred rental expenses directly to your bill.