



# COULEE

*Cafe & Catering*

## CATERING INFORMATION

### Menu Planning

- Consults with Catering Manager are scheduled in 30 minutes timeslots. Please come prepared with menu selections and plans. If you don't hear from us within 1 business day of submitting this request and you would like to schedule some time to meet, please contact us at 825-444-2233 or [couleecafetaber@gmail.com](mailto:couleecafetaber@gmail.com).

### Menu Customization:

- Our catering team is happy to work with you to customize a menu that suits your preferences and dietary requirements.
- Please inform us of any allergies or special dietary needs of your guests in advance.

### Service Staff:

- Trained service staff can be provided for an additional fee to assist with setup, serving, and cleanup during your event.

### Equipment Rental:

- If specific equipment is required for your event, such as chafing dishes, serving platters, or utensils, please let us know in advance. Additional charges may apply. See Pricing.

### Booking and Confirmation:

- To secure our catering services, we recommend booking as early as possible to guarantee availability.
- A non-refundable deposit of 35% is required to confirm your booking.
- Final menu selections, guest counts, and any dietary restrictions should be communicated at least two weeks prior to the event.

**Pricing:**

- Pricing is determined by the number of people or by item.
- Prices are subject to change to increase in market price and will be confirmed no earlier than 30 days prior to event date.
- All catering orders are subject to 5% GST and 18% Service Fee.
- We supply paper plates, napkins, salt & pepper, and cutlery for takeout or delivery. Dishware and glassware available when catering at Coulee Place.
- All prices include food hot or cold and ready to eat at specified time requested.
- Individual packaging available upon request for an additional fee.
- Children 12 years and younger will be charged half the regular prices.
- Children 2 and younger will not be charged.

**Setup (if applicable):**

- Chafing dish set up/take down \$50.00 flat fee (waived for onsite catering at Coulee Place).
- It is the responsibility of the client to ensure that the tables and chairs are set up and arranged as desired prior to CC&C arriving for set up. Coulee Cafe & Catering does not provide the tables and chairs, these are normally provided by the venue, or rented from an equipment rental provider. Whenever possible, please provide an event layout diagram to us in advance.

**Service (if applicable):**

- Trained service staff can be provided for an additional fee to assist with setup, serving, and cleanup during your event. Our basic fee is \$25.00 per hour per service staff member, and \$30.00 per hour for Catering lead.
- Additional staff charges may apply if meal service time is extended by request of the client on the day of the event.

**Delivery:**

- Need it delivered? No problem! Delivery fee applied to final invoice (minimum \$30.00 or as discussed, dependent on location). \$1.50/km is applied to delivery outside of town limits
- In addition to mileage charges, when CC&C caters out of town, we are required to pay our staff for their time spent travelling. This will be a factor of how much time is spent traveling, and the number of staff required – which is determined by the size and nature of your event. This will also be estimated at the time of your quote. Our basic fee is \$25.00 per hour per service staff member travelling, and \$28.00 per hour for Catering lead.

**Payment:**

- A non-refundable deposit of 35% is required to confirm your booking.
- For remaining balance, an invoice will be prepared and emailed the first business day following your event and is due upon receipt. If the invoice is to be directed to someone other than the booking contact, please advise us of this prior to event. All weddings and larger private social events are to be paid in full 3 business days prior to the event date.
- We accept cash, cheque, credit/debit or e-transfers.
- A 3% processing fee will be added to any credit card charges.
- E-transfer payments are accepted at [couleecafetaber@gmail.com](mailto:couleecafetaber@gmail.com). Please notify our office when sending e-transfer so payment can be properly identified and acknowledged.
- Please make checks payable to "Coulee Cafe & Catering".

**Cancellation Policy:**

- Cancellations made within 72 hours of the scheduled event may be subject to a cancellation fee.
- In the event of a cancellation the deposit may be used as a credit for a future event.
- Changes to the guest count within 72 hours of the event may incur additional charges.