

Catered by *St. Joseph's*



[Event Planning Guide]

Of first importance

When planning any event you will want to ensure the availability of our service for your preferred date and time. This is best done by emailing or calling our office.

Key dates / Holiday periods

When planning an event keep in mind that key dates or holiday periods tend to book out first, and as much as 6 – 12 months ahead of time. We accept bookings up to 12 months ahead if secured with a deposit.

When booking a room or facility

Consider adequate time for setting up the event and breaking it down again. If tents are involved this can require an extra day or even 2 prior to the event date particularly if permits and inspections are required by the city.

If booking a room, check that it is not booked back to back and or that there is time in your booking for the caterer to arrive and set up before hand and then to clean up afterwards. This can be as short as 30 minutes or as long as 2 hours...depending on the menu and service requirements. Our catering sales team can assist you with this determination.

Have you thought about your budget?

Consider the following elements:

- Food & Beverages – can be customized & priced per person
- Staffing – Catered by St Josephs charges a fixed rate per hour, with no gratuity or service charges added.
- Rentals – consider if you will need tables, chairs, bars, tents, china etc
- Décor – flowers and linens
- Tax – 8.30% on food & beverages only

How can “Catered by St Joseph’s” save us money?

- Free event planning assistance (including customized menus, décor recommendations and creative solutions for achieving the most for your budget)

- Rental options for live flower arrangements – ask us about our table centerpieces and buffet arrangements
- Banquet staff service – Catered by St Josephs only charges by the hour at a set rate – with no gratuity or service fees added
- Higher value food and beverages – better price options with more flexibility to meet budgets; higher quality; greater volume ... which all adds up to service excellence that exceeds expectations!

What is the change policy?

Changes to special event orders, including additions and reductions, can be made any time up to 72 hours before the scheduled event date.

What is the cancellation policy?

Orders for special events can be cancelled without charges up to 4 weeks before the event date. Cancellations after that time will forfeit deposit. If holding fees have been required and the event is cancelled such fees will also be forfeited.

Payment

Catered by St. Joseph's accepts MasterCard, Visa, American express, and checks with proper identification. Catered by St. Joseph's reserves the right to charge interest on all invoices outstanding beyond 30 days.

Delivery charges

Catered by St. Joseph's delivers free to any "on campus" location. A set charge is applied for off campus venues at \$25.00 for drop off menu orders. Special event orders will be charged based on furniture and equipment required.

Taxes

Local and state taxes will be added to all orders unless otherwise indicated (Copy of Tax Exemption Form required).

Full service events

Our account representatives are ready to assist you in creating your special event; from customized menus to service staff, linens, equipment and décor.

When contacting us for an event please include the following information...

- Name of event
- Number of guests
- Day, date and year of event (for example = Monday 5th May, 2008)
- Location of event. (include address with zip code, building name, floor number, suite number)
- Time of meeting start
- Time of meeting completion

- Name of person coordinating meeting
- Name of person paying (include company name, address, phone)
- Method of payment (we accept MasterCard, Visa, American express, corporate check, cash)
- Menu requested or preferred theme for food/menu
- Please list any additional information deemed necessary or helpful (allergies/diets/set up constraints/set up preferences)
- Email all correspondence to: cateredbystjosephs@Dignityhealth.org
This is our preferred method for placing an order. We will then reply email with a confirmation.

for more information please contact us at:

602-406-6615 or 602-406-7338 ph 602-406-4167 fax

cateredbystjosephs@Dignityhealth.org email www.cateredbystjosephs.com web