

Savor the Flavor Catering, LLC

Policies and Procedures

In order to provide you and your guests a well planned and organized event, Savor the Flavor Catering (STF) has set forth the following policies.

1. Insurance and License

- STF is fully licensed and insured for all off-premise catering events.
- We are not licensed to sell beer, wine, or liquor. However, we can provide ABC certified bartenders and bar setups for your events.

2. Payment Policies

A signed contract is needed to hold your event date and guarantee STF's availability.

- A \$500.00 **nonrefundable deposit** is due with the signed contract. A larger deposit may be required for events with little or no notice given.
- For large events, 50% of the total balance is due 30 days prior to your event.
- Final payment is due 3 days prior to the event date.
- For small, drop off events, payment is due upon receipt of goods.
- Payments can be made by check or credit card. We accept Visa, Mastercard, & American Express. If paying by check, please make payable to Savor the Flavor Catering, LLC.

3. Gratuities & Taxes

- STF does charge an 18% gratuity fee on all weddings. Gratuity is not added to other events, but is always appreciated.
- All applicable state and local taxes will be imposed and paid by the Client. Food, beverage, and staff charges are subject to TN sales tax.
- If you are a non-profit group, please submit a copy of your tax exemption status when booking an event.

4. Portions & Leftovers

- STF prepares guest portions based on a number of factors including the time of day, time of year, type and variety of menu, and previous event trends.
- If you would like more specific information regarding your events' portions, do not hesitate to ask our experienced staff.
- Due to extended holding times and temperatures and serving conditions, the Health Department does not allow us to release potentially hazardous leftover foods to you or your guests.

5. Guarantees & Cancellation Policies

- STF must be notified of the final number of guests expected to attend 7 days prior to your event. If a guarantee is not received, the original estimated amount will be prepared and billed to the Client. If the actual number in attendance is greater than the amount confirmed, STF can not guarantee that adequate food will be available for all those attending.
- Changes can be made to the menu and event plan up until 1 week (seven days) prior to your event. All plans become final after this time.
- If a Client cancels a planned event, STF reserves the right to retain any amounts advanced as liquidated damages. We will take into consideration the amount of planning and preparation that has occurred at the time of cancellation.

6. Delinquent Payments

- If payments are not made as agreed upon, STF reserves the right to refuse goods and services. Additionally, any unpaid amounts will be subject to a finance charge of 1.5% per month, or the maximum rate permitted by law.