

Donna's Catering

Meals Created with Pride
Jim and Bobbi Poley
(231) 853-6193

Food Waiver

I agree to take possession of the food product purchased from Donna's Catering (if there is left-over food at the end of the event). **I will bring the containers to store the food product in, put the containers in the facility's kitchen prior to the start of the event, and Donna's Catering will put the food in these containers.** Food allowed to be taken home by client will be at the discretion of our culinary team at the event based on food safety guidelines. I understand and agree that Donna's Catering is released from all liability associated with food product consumed after being removed from the catering location.

Signature _____

Date _____

Event Location _____

Date of event _____

Please return to Donna's Catering
PO Box 196
Ravenna, MI 49451

Donna's Catering

CATERING POLICIES FOR PRIVATE EVENTS

Attendance

Guaranteed attendance is required at least one week prior to your event and may be increased up to 24 hours before the event. Once given, attendance count is not subject to reduction should fewer guests attend.

Menu Choice

Menus must be finalized at least one week prior to your event.

Delivery/Location

Delivery charges may apply due to distance and number of guests. Additional charges may apply based on location of event due to facility charges, additional items needed (ice for outdoor event), etc.

Outside Food and Beverage

Food and beverage items not prepared or arranged by Donna's Catering may not be served at your event unless pre-arranged (this does not apply to bar beverages or cakes).

Open Houses

If buffet serving time requested is more than 1 hour, additional serving time is available for an extra charge.

Serving Time

If the agreed upon time to eat is extended past 25 minutes, an additional charge of \$100 for every 5 minutes will be charged and the quality of the food will no longer be guaranteed.

Left-over Food

The customer is entitled to all meals which are paid for, but not consumed (if you do not feed the total number paid for). The customer is not entitled to the extra food the caterer prepares over customer's guaranteed number. Caterer is not responsible for transportation, proper handling and/or storage of customer's left-over food. A food waiver must be signed prior to event.

Deposit

\$250.00 is required to secure your date.

Service Charge

A 6% Michigan State sales tax will be applied to all events. If your group is tax-exempt, a copy of the tax exempt certificate must be submitted to Donna's Catering prior to the event. Gratuity is optional, but is always appreciated.

Cancellation

Should a cancellation be required, your deposit is non-refundable. However, it may be applied to a future event.

Signature - Client

Date

Signature - Donna's Catering representative

Date