

Service & Guidelines

Office Hours - Monday through Friday 9:00am – 6:00pm

Saturday 9:00am – 3:00 pm

Event Consultations are by Appointment Only

Tastings Tastings are available by appointment only and are required to be scheduled two weeks in advance. A fee of \$25.00 will be required seven days prior to your tasting. This amount will be credited on your final invoice.

Minimum Orders To better serve all our customers and operate in an efficient manner, we have found it necessary to set order minimums on all our catering packages. All catering packages have a 25 person minimum. All à la carte items have a minimum of \$300. Orders that are below the minimum requirement will incur a \$50 fee.

Guarantees A final guest count is required seven days prior to your function. In the event that a function needs to be planned with less than seven days notice, we will be happy to assist you in this process. Note that any item on our menu with a * symbol is available within an expedited time frame.

Billing We require a down payment of 20% along with a signed contract to reserve all catering events and specific dates. The balance will be due seven days prior to your event - payable by check, cash or credit card. In the event that a function is planned less than seven days ahead of time, we do require full payment upon booking.

Cancellations

- 8 days or more: you will receive a full refund
- 7 days or less: deposit is non refundable
- 2 days or less: no refund will be granted

Delivery Delivery is available and included in our immediate surrounding area. Additional charges will apply outside this immediate area.

Additional Services Additional specialty linens, china plates, silver cutlery, water goblets, chafing dishes, tables, chairs and tents are available for rent. Please contact our catering team for additional pricing.

Wedding Cakes and Floral Arrangements Enjoy the convenience of ordering your catered food, wedding cake and floral arrangements all under one roof. Our exceptional staff can help you with additional planning, and help customize your wedding cake and floral arrangements.

7% Sales Tax and 15% Service Charge

A service charge will be applied to all Full Service and Basic Catering events.

Sales tax charges apply where applicable.

Printed Name _____ Date _____

Signature _____



Service You Can Count On

Catering by Martin's offers three tiers of quality catering. We do our very best to help you create that special event; whether it is a sporting banquet, reunion or wedding. We have the expertise to make every event a success. Our focus and passion is to provide our customers with "Catering Cuisine" that boasts not only premium quality food and impeccable service, but also a name you can trust, "Martin's", a household name for over 70 years!

Drop Off Service Our most economical catering service. Food and beverage items that you have selected from our catering menus are delivered to your location in heavy-duty aluminum pans and plastic catering trays, along with all appropriate disposable utensils, cutlery, plates and napkins.

Basic Catering Basic Catering consists of the full buffet table set up including table linens, skirting, serving dishes, chafing dishes, serving utensils and plastic service ware consisting of plates, cutlery, napkins and the other small details needed to present our food properly. Unless other arrangements have been made, we will assign the appropriate staff to your event to keep your buffet full and looking presentable. Afterward, we will take down the buffet line, remove our equipment and clean up the catering area. Clean up of guest tables, hall and trash removal is not included.

Full-Service Catering Our Full-Service Catering takes care of all your food needs from set up to clean up. This service includes setting up the buffet table and staffing it while your guests serve themselves. The buffet is presented on skirted tables covered with linens. Our staff will take care of all the details such as serving dishes, chafing dishes, serving utensils and plastic service ware consisting of plates, cutlery and napkins. The charge for staffing catering attendants is \$15.00 per hour for a minimum of three hours per attendant. We require two attendants per 50 guests in order to provide the level of service you expect. After dining, our catering staff will clear the guest tables, cut the cake, and clean up the serving/buffet area.

Complete hall clean-up is also available for an additional charge.
Additional rental items available for an additional charge.

1-877-550-CHEF (2433)
www.cateringbymartins.com
Schedule your consultation today.

