



Thank you for your interest in Adair Concepts Catering for your next event. We look forward to working with you. Attached please find a copy of our most popular catering options from across our concepts. While these options are favorites we can certainly work to create a more custom menu if you had something in mind. Just let us know, we are here to help.

Adair Concepts Catering offers a variety of event options. To get started please consider these event types:

■ **Full Service Catering:**

- We will set up, serve and clean up your event. Predetermined staff and bartenders will be sent to fully service your event at a rate of \$75.00 per server
- Full service options assume a minimum of 35 guests

■ **Pick up or Delivery**

- We can prepare any of our menu items for you to pick up in disposable containers and serve yourself.
 - Free delivery on orders over \$350.00
 - 200.00 minimum on all deliveries

Rentals and Equipment:

For the convenience of our hosts, we offer to coordinate the renting of tables, chairs, linens, silverware and glassware. Please ask for our rental selection guide and pricing. All rentals outside of our offerings will need to be booked privately.

We will charge at 25% administrative fee to all rental equipment.

We will organize delivery and pickup.

Event Cancellations:

- Events cancelled within 72 hours may be subject to a 25% cancellation fee of the total order.
- Cancellations made before the day of the event within 24 hrs may be subject to a 50% cancellation fee of the total order.
- Cancellations made on the day of the event will be charged the full amount with exceptions made only for severe weather conditions.

Time Assumptions, Staff Costs and Gratuities:

All full service pricing assumes a **three hour event**. We will arrive at minimum 45 minutes early to set up for event and will stay after event to shut down. If you need staff, food or the bar to have extended hours additional fees may apply.

- Buffet serve times assume a 2 hour serving window

We offer the hiring of our staff at \$25 per person, per hour to bartend, serve food, or just help keep your event tidy. This assumes the three hour event window but staff can be hired at \$25 per hour for additional hours. Bartenders are required at all times when serving ADAIR CONCEPTS alcoholic beverages. The appropriate number of bartenders and or cocktail staff will be recommended based on the size and duration of your event and agreed to before hand.

Our bartenders are TABC certified. To ensure the safety of your guest, we reserve the right to slow or decline service as needed.

A 20% service fee for gratuity will be charged for all parties.

Once selections for your event have been made, we will send over a detailed contract complete with all details concerning the event.

PLEASE NOTE: We kindly request that you select menu options from only one concept per event. We are not able to honor request for items from different concepts at this time.

In order to officially book your event, we require a credit card number to hold on file as well as a signed copy of the contract indicating you agree to the terms and conditions.

Many thanks again for considering Adair Concepts Catering. We look forward to serving you soon!