



## **Take Five Ltd. Catering Services Agreement**

The following policies have been established to enable Take Five Catering to accommodate you best. We encourage you to read them carefully and present us with any questions so we can avoid any lastminute confusion or disappointment.

### **SECURING YOUR DATE**

Self Pick-Up and Drop off caterings will be confirmed when a signed copy of this proposal and full payment has been received.

For staffed events, we require a signed copy of this proposal and a 50% deposit to confirm. Until we have received these, and responded with confirmation, your delivery time is not secured in schedule, and may be subject to the availability at the time the signed proposal and payment has been received.

### **STAFFING**

Staff rates are charged in 15-minute increments starting at the time of departure from home base (Bakery Lane) and ending at the time of arrival back to home base. There is a 3 hour minimum charge for all staff members.

**Executive Chef** \*Required for functions with Custom Menus\* \$75 per hour

**Catering Manager, Chef de Cuisine** \*Required for functions with over 50 Guests\* \$65 per hour

**Head Server, Head Bartender, Supervisor** - \$55 per hour

**Server, Bartender, Barista, Chef** - \$45 per hour

### **GRATUITIES**

Additional gratuities are not expected at our events. Should you wish to award excellent service with an additional gratuity, this is left up to your discretion.

### **ORDERING LEAD TIME**

Although we suggest that you place your order 72 hours prior to delivery, we recognize and understand that this is not always possible, and will do our best to accommodate last minute orders.

Please note that with orders made less than 72 hours prior to delivery, items requested may not be available as we prepare food fresh for order, and an additional service charge may apply.

### **PRICING**





Our chefs use only the freshest ingredients in preparing your meals. Due to frequent changes in market conditions, menu prices may fluctuate without notice until confirmed by a signed proposal. All charges will be based on the minimum guest count stated on the menu, or the actual number of guests, whichever is greater. Although exceptions may be made for a lower guest count, in these cases a 30% menu price increase will be applied to the items that do not meet their minimum. Please note that a 3% administration service charge will be applied to all catering orders.

### **GUEST COUNT & GUARANTEE**

A final guarantee of attendance is required at least 72 hours prior to your event. This will be your minimum guarantee and is not subject to reduction. Accurate counts are important to ensure there will be no inconvenience to your guests. In the event of unexpected increases, it may become necessary to make entree substitutions. If a final guarantee is not received, we will consider the expected number indicated on the original signed contract to be the guarantee.

### **RETRIEVABLE ITEMS**

Retrievable items such as coffee urns, chafing dishes, fine china, and all other equipment provided for your event are picked up the next day or upon completion of your event. Damaged or missing equipment is subject to additional charge.

### **ONLINE PAYMENTS, CREDIT CARD PAYMENTS & WIRE TRANSFERS**

Please use the following details when making an Online / Wire Transfer payment and include the

**EVENT NUMBER** in the comment box:

Account Name: Take Five Ltd.

Account Number: 20-006-060-920552-100

Bank Name: The Bank of N.T. Butterfield & Son Limited

Bank Address: 65 Front Street, Hamilton HM12, Bermuda

**To make payment by credit card please call the office @ 495-2009 and ask for the Catering Department.**





**CANCELLATION**

If the client cancels less than 72 hours prior to the event date specified in the proposal, then the client shall remain liable to pay 100% of the total costs. All cancellations will only be effective if the request is provided in writing or email by the client, and the cancellation is duly acknowledged and agreed to by the caterer.

**ACKNOWLEDGEMENT**

I have reviewed the information contained within this proposal provided to me by Take Five Ltd. I have authority to enter this agreement. I understand the policies outlined and I understand my responsibility to honor them.

Sign here: \_\_\_\_\_ Date: \_\_\_\_\_

Print name in full \_\_\_\_\_





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Take Five Ltd. | 19 bakery Lane | BAS Building (3rd Floor) | Pembroke, Bermuda HM07

TEL: (441)495.2009 - EMAIL: INFO@TFL.BM