

POLICES

ALCOHOL

Exquisite Catering & Events is no licensed to purchase or serve alcohol.

If you plan to serve alcoholic beverages at your event, please note the following:

A "Service of Alcoholic Beverages" form (provided by your event sales coordinator) must be signed and completed prior to your event. We require that all beverages be served by a trained Alcohol Beverage server.

Cash bars or exchange of tickets for alcohol are not permitted, except when provided by a licensed bartender, which can be arranged for a fee.

CANCELLATION POLICY

Client is responsible for cost associated with cancellations including services, food, beverage, rentals and linens.

Cancellations made between 4-7 days of the scheduled event will be charged twenty-five percent (25%) of the estimated cost which may include facility, linen or rentals, labor, catering services, and other arrangements that have been made at that time. . Deposits for event cancelled during this period are non-refundable.

Cancellations made within three (3) days of the scheduled event will be charged in full. Please note, cancellation fees cannot be applied to future events.

INVOICING

An "Event Invoice" will be provided to the client prior to the event. The balance of the total estimated cost is due (2) days prior to the event or on the day of the event (please see contract for event agreement). Other miscellaneous and incidental charges are due within (7) days of sending of the final invoice.

REFUND POLICY

Orders require a 25% deposit that is not-refundable. In the event that Exquisite Catering and Events has to issue a refund, refunds will be issued to client minus the deposit listed on the contract.

ADDITIONAL

Exquisite Catering & Events is not responsible for any damages which may occur to property, furnishings or appliances due to negligence of event attendees.