

Guest Guarantees, Payment Policy, Pricing and Procedures

Guest Guarantees

Final guarantee of guests for all functions must be received to our office five weekdays prior to event date. If guaranteed number of guests is not received

by noon 5 days prior to the scheduled event, the contract minimum or expected number of guests will become the guaranteed number. Charges will be based on the guaranteed number less any deposits paid and unless additional guests attend.

Deposit and Payment Policy

A deposit of 50% of the projected charges is due and payable in order to reserve the requested date and time. No reservations will be accepted unless a deposit is received. Five business days before the event date the remaining balance is due. Payment is required to be made by cash, check or credit card. Any additional charges, including the cost of exceeding the minimum guaranteed number, are due and payable at the time of completion of the scheduled event.

Pricing and Procedures

1. Menu prices are subject to change without notice. Please note that 20% service charge, applicable North Carolina state tax, delivery charge, cost of staff and any rentals are additional costs to all food and beverage prices quoted.
2. All full service catered events require a minimum \$100.00 service charge.
3. There is an additional fee for wait staff, beverage attendants and chefs. Pricing is as follows: \$75.00 for the first two hours and \$25.00 each additional hour, or part thereof. Time starts at our arrival time and ends at event ending time.
4. Most menus are based on a service of two hours and a minimum of 50 guests, if the amount of guests is less, price will increase per person, please ask for details.
5. Cake service fee is \$1.00 per person when serving your special event cake.
6. Client is responsible for any property damage done to the property by client's guests, attendees, employees and independent contractors.
7. A Gratuity is Optional, if you wish to give a gratuity the proper guidelines for tipping are: Delivery Tip 10% to 15%, Receptions and Buffet Meals Tip 15% to 20%, Sit-Down Meals Tip 15% to 20%.
8. If you require china and glassware rental, there is a 10% service fee for this service.
9. Black single service ware is included in all events, clear plastic service ware is an additional charge, fee is based on the number of pieces needed.
10. Delivery charge in Winston Salem, for lunch deliveries \$15.00, dinner deliveries \$50.00, full service delivery charge \$65.00. Outside of Winston Salem is an additional fee.

Office and Kitchen Location: Catering by Simple Elegance and The Stocked Pot & Co. Cooking School and Culinary Team Building Activities is located at 381 Jonestown Road, Winston-Salem, NC 27104

Mailing Address: Catering by Simple Elegance and The Stocked Pot, 353 Jonestown Road, Suite 157, Winston-Salem, NC 27104

Contact: Office 336.499.5844, Fax 336.499.5845, Email: thestockedpot@gmail.com

