



## **Red Brick Catering Ordering Policy**

### **\* 2023-2024**

- There is a minimum product purchase of \$250 per event. Any event request for less than the \$250 minimum must be submitted 10 business days in advance and be approved by the General Manager.
- Department codes and method of payments must be entered or provided prior to finalizing the event.
- We provide linens for the food and beverage tables. Any additional linen for dining tables, high tops, registration tables etc, will be assessed at \$12 per linen and \$2 per linen napkin.
- All external events will be assessed a \$4 per guest charge for China services.
- All events planned for **OVER** 100 guests must be finalized 5 (five) business days prior to event. A 10% late fee will be assessed if the finalization is late.
- All events planned for **UNDER** 100 guests must be finalized 3 (three) business days prior to event. A 10% late fee will be assessed if the finalization is late.
- Any event cancelled within 5 days of the event will be charged 100% of the incurred expenses.
- Events with a requested Bartender/Attendant will be billed \$150 per Bartender/Attendant with an additional charge of \$25 per hour, after 4 hours.
- Custom Menu Pricing may be adjusted based on sourcing location, seasonal availability, and current market pricing of menu ingredients.