

# *The Lakehouse Off-Site Catering Guidelines, Fees & Questionnaire*

## **Delivery Order**

- \$1000 minimum order

- \$250 delivery fee (for travel and service) + tax

*\*We do not provide chafers or equipment on deliveries.*

*We will provide the food in disposable pans with lids and reheating instructions.*

## **Catered Events with Staff**

- \$3500 minimum, plus service requirements + tax

- \$650 Mobile Kitchen Fee (if applicable, based on menu requirements)

## **Service Timeframe**

*Our off-site catered events located within a 30-mile radius of our catering kitchen are based on the following service timeframe*

4 hours – for load up, travel, set-up

3 hours – for event

3 hours - for clean-up, travel, unload

10 hour total shift

(\$26/staff member per each additional hour required)

*\*additional travel and staffing fees applicable for anything outside of the 10-hour window or 30 mile radius, holiday pricing applicable; see below*

## **Taxes**

Tax on food and beverage 9.2%

## **Service Charges**

Clients shall be charged 20% of food and beverages OR the below pricing, whichever is greater.

<i>up to 50 guests</i>	<i>51-100 guests</i>	<i>101-200 guests</i>
\$1,200	\$2,200	\$4,200

*\*any event exceeding \$20,000 or over 200 guests may require special pricing*

**Equipment Fee**

15% of total food

*\*includes fuel, chafing dishes, sternos, serving platters, serving utensils, acrylic plates, reflective silverware, linen-like dinner napkins, tables and linens for food (if necessary)*

15% of total beverage

*\*includes cocktail napkins, acrylic tumblers, (if bar/alcohol) all required bar set-up items, tables and linens for food (if necessary)*

**Available per request:**

\$20 per each Trash Can and Liner

*\*The Lakehouse will not remove trash from event site, but can get it to a designated area on property*

\$40 per Ice Chest with Ice

*\*for events exceeding 150 guests, additional ice quote may be applicable*

**Important Information:**

All guest tables/seating, real plates, silverware and glassware are required to be rented by the client. We provide poly cotton linens for any food or bar tables that we are providing. If you would prefer these linens to match anything you are renting, please be sure to include those in your rental order and confirm with The Lakehouse that you are handling.

The Lakehouse can make recommendations on rental counts but is not responsible for the rentals. If dishwashing is required for rentals, The Lakehouse would have to quote fees for dishwasher/scullery.

*Below are the questions we will need completed when finalizing your event details:*

Address of Catering Location:	
Type of Event:	
Estimated Guest Count:	
Event Time:	
Ceremony Time (if applicable):	
Reception or Event Time:	
If the ceremony is at the location of the reception, is there a flip required?	

<p>If the ceremony is at the reception location, can The Lakehouse get in at least 1.5 - 2 hours prior to the start time of the ceremony for set-up?</p>	
<p>If a mobile kitchen is contracted, is there a location where we can park on-site?</p>	
<p>Is parking for our staff available on-site at the location? Please include any parking or loading instructions.</p>	
<p>Is there a kitchen on-site The Lakehouse can use for “behind the scenes” set-up/staging?</p>	
<p>Is there a water source on-location?</p>	
<p>What type of plates, cups, napkins and utensils are you using? Disposable plastic vs. real plates, silverware, napkins, glassware? <i>Disposable is included in the equipment charge. Real must be rented by the client.</i></p>	
<p>Will you provide tables (for food/bar/etc)? If so, please note locations. If you need us to provide, you will work with your sales manager to figure out how many you will need based on your final menu selections and floorplan.</p>	
<p>Will you have your own linen for these tables, or will we provide? <i>If we need to provide linens, we provide a standard white or black floor length so please confirm here which color you'd like.</i></p>	
<p>Will you need ice if we're providing a bar?</p>	
<p>Will you have garbage cans available? <i>Please also designate the location where you'll want garbage left on property, we do not take trash with us.</i></p>	
<p>Will you need us to provide chafers, platters, food serving equipment?</p>	

<p>Will someone be at the location to meet us so we can get in for set-up? If not, how will we access entry?</p>	
<p>Please send us a copy of your floor plan so we know where food and beverage stations are to be set-up.</p>	
<p>Will you provide décor for food and beverage stations?</p>	
<p>We provide food signage, but not bar signage. Let us know if you will be providing your own food signage instead. Will you provide bar signage?</p>	
<p>Please make any other special notes we should record below.</p>	