



AUTUMN'S CUSTOM CATERING
CATERING AND EVENT PLANNING

AUTUMN'S CATERING - VENUE REQUIREMENTS:

- access to water and electricity as needed (if not available, notification will need to be made in advance)
- minimum of 5- 6ft tables for food/dessert & bar (can be adjusted as needed or added to client rental order)
- staging space/dish area (can be indoors or out, preferably separate from high traffic or guest areas)
- trash cans & dumpster - ACC can supply trash liners if necessary. If no dumpster is available, prior notification will need to be made to an ACC representative, and a trash removal fee will be charged to booking client prior to the event.
- parking space (or lot) for van or pickup truck & 5X8 equipment supply trailer

ON THE DAY OF THE EVENT AUTUMN'S CATERING WILL:

- deliver & provide all necessary food service equipment/bar tools/serving utensils, etc.
- provide necessary service staff as contracted based on guest count
- place tablecloths on bar/buffet/cocktail/dessert food tables
- setup buffet tables & prepare cocktail items as necessary / setup dessert table
- set the tables upon arrival with either the silverware & cloth napkins from clients rental order, or the provided disposable tableware (addnl service time). setting favors, centerpieces, place cards, etc. will require additional staff time, which will need to be arranged in advance
- serve bar & all food items / cut cake for no additional fee. (bride & groom plates will be prepared, as well as to-go plates for couple only, if desired) clean ice for drinks will be provided if no ice machine is available. extra beer/alcohol cooling ice can be provided for a nominal fee.
- if cake is delivered but not setup, (due to weather/location, etc.) we can move & place on cake table if prior notification is made. if the cake requires assembly or setup, baker and/or coordinator will need to be responsible, but ACC can assist if time allows. box or container for cake top layer should be provided.
- clear & bus tables / bag trash and place in venue dumpster (trash liners can be provided if necessary)
- remove all trash from tables/floor & room, kitchen and guest areas (excluding bathrooms) not limited to grassy areas, bushes, etc. if tables need to be stripped by ACC, prior arrangements need to be made, and linen bags provided.

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- scrape, rinse & re-rack rental china dishware; venue must have location to scrape and rinse dishware, if no area is available, then disposable may need to be used or an additional service fee may need to be charged. (based on guest count & venue) dish person will be added on to client invoice for this service
- place all centerpieces on one table in a central location (if necessary) all remaining food will be covered & given to client designated person, along with any remaining alcohol
- **ACC staff will remain on site until the conclusion of the event** (please be aware of scheduled end time, addnl overtime will be charged if necessary)

AUTUMN'S CATERING - CLIENT REQUIREMENTS:

at booking/reservation:

- booking client is responsible for notifying ACC of any **venue fees**, site visits or requirements prior to the finalization of the contract. (including trash removal, additional event/cleanup/setup time, curfews, etc)
- client will notify ACC of any special requests or any room setup/breakdown (table & chair, etc) as required by venue or coordination team.
- client is responsible for all alcohol, mixers, garnishes unless request has been made to ACC and contracted at current pricing

30 days prior to event:

- ACC will provide certificate of insurance, and license to venue (if required) at no additional cost.
- if client is placing their own rental order for china dishware or any other rentals a copy of the order must be sent to our office no later than 20 days prior to event, to ensure all necessary items are available and staffing needs are accounted for.
- client is responsible for supplying guest tablecloths/decorations, etc. unless prior arrangements are made with ACC and paid for at the current rental cost.
- client responsible for obtaining a Virginia ABC Banquet License, in order to have ACC serve alcohol at the event. ACC insurance will cover the service of the alcohol but is not a substitute for an ABC license. Copy of ABC should be supplied to ACC and the venue prior to the event.
- a copy of the room diagram/floor plan should be sent to ACC no later than 20 days in advance, noting any changes, along with a timeline noting coordinator/planner information (menu, guest count, start & end times will be confirmed once again at the time of final payment, due 10 days prior)
- client should approve menu chosen or changed **as final menu** no later than 10 days prior to the event.
- client should make arrangements to have all items (that need to be saved) removed prior to breakdown through coordinator or planner including but not limited to alcohol, remaining food and food items, personal items, etc.)

*****IF TABLE AND/OR CHAIR SETUP/MOVEMENT OR BREAKDOWN NEEDS TO BE HANDLED BY ACC, PRIOR ARRANGEMENTS WILL NEED TO BE MADE AND CONTRACTED FOR*****



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