

15 LANDSDOWNNE

GENERAL INFORMATION

ALL PRICING QUOTED INCLUDES THE FOLLOWING

-ALL delivery & set-up of food, if necessary. For boxed lunches and most platters, no set-up is required. We will return following your event to pick-up any equipment that has been utilized. If staffing is in place for an event, the staff will break down, and remove all equipment at the conclusion of the event.

-CHINA, & flatware, either actual or disposable are included. All food items except for boxed lunches, or if otherwise requested, will be plated on non-disposable service pieces. All service wares will be retrieved following the event.

-WE are happy to integrate your personal graphics and/or artwork theming into our presentations.

PRICING DOES NOT INCLUDE THE FOLLOWING:

-ANY necessary rental equipment such as certain glassware, tables, chairs & specialty linens.

-ANY staffing outside of what is required for basic drop-off. If you would like staffing and/or chef services for your event there will be a \$29 per hour, per floor & bar staff member charge & a \$38 per hour charge for on-site chef services. Note that for certain events, staffing is required (weddings, refresh required, extensive hot food service etc.)

-TAXES. NJ Sales tax is 7% and will be charged on all taxable items.

-GRATUITY. We prefer to leave the option of tipping up to our clients.

UNLESS OTHERWISE NOTED:

CONTRACT: Once a time/date has been selected, as well as a tentative guest count & budget, we will forward you a Banquet Event Order (BEO,) for your signature. This BEO will include information on deposit amounts and due dates.

DEPOSITS: Unless otherwise agreed to, all events will require a deposit equal to 50% of tentative final cost within 5-days of booking. The deposit may be paid via check, cash or credit card (Visa, MasterCard, Discover & American Express.)

CANCELLATIONS: Cancellations made more than 14-days prior to the event date will have all deposits refunded. Any cancellations of less than 14 days will be refunded at the discretion of 15 Landsdowne.

FINAL COUNTS: We request to have all final count & changes no less than 7-days prior to the event date unless prior arrangements have been made.

FINAL PAYMENT: Final payment is appreciated no later than 7-days prior to the event. Payment may be forwarded via check, cash or credit card (Visa, MasterCard, Discover & American Express.)