

Grace Church Catering Policies

Food Restrictions:

Grace Church Hospitality & Events (GCHE) will be the exclusive provider for all catering events at the Church and does not permit outside food and beverages onto the premises with the exception of commercially prepared Wedding Cakes. All food and beverages served or consumed on the premises must be purchased, served, and prepared exclusively by GCHE. Additionally, the Hennepin County Department of Health regulations prohibit any leftover food or beverages from being taken from the premises.

Contract and Deposits:

After selecting a menu and providing us with an estimated number of guests, a non-refundable deposit of 20% of the estimated order will be required to reserve the date and space for your function. This deposit will be applied toward the final balance of the invoice. A Catering Event Order (contract) will be prepared for your signature to confirm your event.

Guarantees:

An estimated number of guests is required at the initial event booking. GCHE must be notified of the exact number of guests no later than the "Final Count Due" date listed on the Catering Event Order (usually about 7-10 days in advance of the event). This will be considered the guarantee for which the Customer will be charged even if fewer guests attend. If the final count is not received as stated, GCHE will charge for the estimated number of persons specified on the applicable Catering Event Order. The guarantee is not subject to a reduction after the "Final Count Due" deadline. The GCHE will make every reasonable effort to accommodate numbers that increase after a guarantee is given, but may be constrained by last minute availability of product and labor. Increases in attendance given after the final guarantee deadline will be subject to an additional twenty-five percent (25%) fee. The same additional twenty-five percent (25%) fee will also apply to any additional catered functions added after the "Final Count Due" guarantee date.

Deposit and Payment:

In addition to the 20% non-refundable deposit collected at the time you book the reservation, a non-refundable payment of fifty percent (50%) of the total contract value (room rental and food) will be required thirty (30) days in advance of the first function. The remaining balance due shall be paid in full at the event, or if agreed in advance the final amount will be billed according to the terms established. A completed credit card authorization form must be provided by the Customer as a guarantee of payment for services rendered. A photocopy of the front and back of the card must be included for verification. Master Card, Visa, and Discover are gladly accepted for total charges up to ten thousand (\$10,000) dollars. A three percent (3%) service charge will be assessed to the charged amounts.

Service Charges and Applicable Taxes:

A service charge of eighteen (18%) percent is added to all food and beverage billings. Sales tax at the current rate will be added to all food and beverages orders and related costs. Note that according to Minnesota Statute 297A.70 tax-exempt organizations are required to pay sales tax on prepared foods, beverages, and related expenses.

Labor Charges:

If an event exceeds the two and one half (2.5) hours scheduled length of time, an additional labor charge of fifteen (\$15.00) dollars per hour per staff person will be charged unless previously arranged otherwise. If assistance setting up your wedding cake or slicing your cake is required, a fee of fifty (\$50) dollars for sheet cakes and one hundred fifty (\$150) dollars for tier cakes will be added to your final bill.

Event Cancellations:

Depending on the timing of your cancellation, you may be subject to charges for a portion or all of the costs of your event depending on what was ordered and arranged for the event. Please notify us immediately of any cancellations or changes to your event.

Smoking/Alcohol:

Smoking and alcoholic beverages are not allowed anywhere in or on church property.