

# ***GUIDELINES***

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## ***Welcome!***

We're here for you. We offer personalized catering services for every event no matter the size and always with your safety in mind. Daily breakfast, lunch, break, and reception orders can be ordered online via the Catering website: <https://api.getspoonfed.com/1326/flik-Norfolk-southern>

If you need any assistance with placing your order please contact:  
Matthew Watts: 404-710-1489 or [matthew.watts@compass-usa.com](mailto:matthew.watts@compass-usa.com)

## ***Pricing***

Pricing is per guest unless otherwise stated. Some menus require a minimum number of guests or items to order. Menus can be served individually packaged, upon request; a \$2 per item packaging fee will apply. We require a 24-hour notice and headcount guarantee for all catering orders. Saturdays and Sundays do not count toward the 24 hour notice, i.e. if you want a 12 pm Monday catering order then the order needs to be submitted Friday by 12 pm. Should the guest count decrease or the event is cancelled less than 24-hours in advance, the requesting group will be charged for the guaranteed number. Late order requests will have a \$150 service fee added for orders within 24 hours. Catering receptions require a 72-hour notice. Late reception requests within 72 hours will have a \$150 service fee.

## ***Service Standard***

Events requiring a server, bartender, dishwasher, culinarian, or dedicated attendant will be charged \$50 per hour per staff member, with a four-hour minimum. Additional Fees or Chef Attendant Fees may apply. Additional charges, including staffing, will apply to all events scheduled after/after 4:00pm. Events after 4:00pm have a minimum of 35 guests.

## ***Custom Requests***

Not seeing what you're looking for? Reach out to us! Everything from themed menus to dietary restrictions are customizable. We also offer assistance in selecting specialty rentals, linens, floral centerpieces, serving ware, bartending services, and entertainment. Please allow at least a 10-business day lead time for all rentals.

## ***Cancellations***

Cancellations require 24-hour notice and a 48-hour notice for receptions. Any cancellation that is less than the required notice will be charged at 100% of estimated total.