

# Guidelines

Flik Independent Schools Dining is pleased to present this Catering Menu developed for your school. The guide serves only as a sampling of our catering abilities and does not reflect the full range of selections and services we can provide. Our Executive Chef will gladly assist you in developing a customized menu for your next meeting or event. We look forward to serving your catering needs.

## **All Requests Must Be Submitted By the Spoonfed App**

You will need to register with the app to submit catering orders. We require 5 business days' notice for all orders.\* We will do our best to accommodate all events, but due to current market conditions, we may not be able to accommodate all requests.

## **Conditions and Service Fees:**

Evenings and Weekends may require an additional surcharge to defray the cost of overtime labor.

## **Timing**

When filling out the "Catering Request On the App" please note that the **Set-Up Time** is an "approximate time" that we will be there to begin set-up (usually 30-45 minutes before the event). The **Set-By Time** is the time the food needs to be in place, and ready for your guests (usually 15 minutes before your guest's arrival or break). For stations or buffet luncheons, we require access to the room an additional 30 minutes in advance for set-up.

## **Cancellation Policy**

If an order is canceled in less than 72 hours additional service fee may be applied due to operational expenses.

## **Additional Charges**

### **China:**

Our services include all the necessary disposable paper products for a successful event. For a more formal event, china and silverware are available for an additional charge.

### **Station Attendants:**

Some of our Menu Items require a station attendant and are marked as such. When station events are required, the charge is \$25 per hour with a minimum of 4 hours.

### **Wait Staff:**

Our normal charges include the set-up, delivery, and pick-up of all orders. If you wish to have a professional wait staff present for your function, the cost is \$25 per hour with a 4-hour minimum charge.