

# 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 e-mail.

The "catering request form" can be sent to you electronically.

We require 48 hours notice for all orders and cancellations. Any order for groups over 50 require 72 hours notice.

## **Conditions and Service Fees:**

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

## **Timing**

When submitting the "catering request form" please note that the set-up time is an "approximate time" that we will be there to begin set-up (usually 30-45 minutes prior to the event). The set-by time is the time the food needs to be in place and ready for your guests (usually 15 minutes prior to 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 cancelled in less than 48 hours (72 hours for large groups), the customer is responsible for full payment of the catering order.

## **Additional Charges**

### **China:**

Our services include all the necessary disposable paper products for a successful event. However, for a more formal event, china and silverware are available as rentals.

### **Wait staff/Station Attendants/ After hours labor**

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 \$35 per hour with a 4 hour minimum charge. If catering is requested outside of regular operating hours of 7am-3:30pm, overtime charges will be applied.