

INLET AFFAIRS

YOUR EVENT CATERER

BANQUET & CATERING POLICIES & PROCEDURES

ON PREMISE EVENTS

FACILITY RENTAL

- There is a **Facility Fee** for Inlet Affairs' event venue.
- Rates are determined by our catering director.
- This fee is subject to change during our high volume calendar dates.

The Facility Fee Includes:

- Use of contracted space for 4-hour event
 - 60" Round Tables | Chairs | Cocktail Tables
 - China | Silverware | Glassware
 - 85" x 85" White or Ivory Linen | Linen Napkins
 - 6 ft. – 8 ft. Food Station/Buffer Tables
 - All Chafers, Heat Lamps etc. for Food Display
- Functions require a guaranteed minimum of fifty (50) guests.
 - We do **not** allow outside catering, with the exception of wedding cakes, specialty cakes or desserts to be brought in.
 - Clients are not allowed to use staples, tape, nails, tacks, glitter or anything that will cause harm to or put holes in the foundation.
 - Clients are responsible for any damages to the facility. These damages must be reported prior to the end of your function.
 - *Delivery & Set-Up times for all outside vendors must be scheduled with Inlet Affairs prior to event.

ADDITIONAL TIME OF SERVICE

- The average duration of an event at Inlet Affairs is four (4) hours from start to finish.
- Events that exceed four (4) hours will be subject to a **\$250/hour Additional Hour Fee**.
- Please contact Inlet Affairs as soon as you are aware of any timing changes.

WEDDING CEREMONY FEE

- Wedding Ceremonies to take place at Inlet Affairs' event venue will be subject to a **\$250/hour Wedding Ceremony Fee**.

The Wedding Ceremony Fee Includes:

- Costs of Ceremony Setup and Breakdown
- Additional Staffing

CONFIRMATION OF EVENT | DEPOSITS | PAYMENTS

- Inlet Affairs' event venue can be reserved up to one (1) year prior to your function.
- Once a proposal is written, we can hold your date for up to ten (10) days, time for you to finalize a decision. The event date will be released after ten (10) days without a deposit and signed contract.
- To secure your event date, Inlet Affairs will require a **NON-refundable \$500** deposit and signed contract.
- One (1) Week prior to your function:** The full remaining balance will be due. Final payment can be made with all major credit cards, cash, or certified check. Inlet Affairs requires an updated credit card on file, should any charges occur during your event.
- We accept personal checks one month prior to your event. All personal checks must include a valid driver's license number.
- Payments made after your event date are subject to a **late payment fee**.
- Proposal prices are subject to change.

CANCELLATIONS

- All deposits are non-refundable. Events canceled after deposits are received will forfeit the entire amount of the payments made. If the event is canceled within seven (7) business days of the event date(s), you will be billed for the full price of the event.

GUARANTEED ATTENDANCE

- A guaranteed guest count is due **one (1) week prior** to your event. During this time period, your guest count may increase, but not decrease. Final billing will be based on this attendance guarantee number or the number served, whichever is greater.
- If no final guest count is received, then you will be charged the original attendance count given at the time of finalization of contract.
- You will be charged for any additional guests and any other expenses incurred by the caterer due to an unplanned increase in guest count.

ADDITIONAL FEES

PRODUCTION FEE

- A **Production Fee** is applied to all events. It is standard catering practice to add a production fee to food, beverage, and other fees for all events. This fee covers behind the scene operations that are necessary for the production of your event, in addition to the cost of administrative fees, licensing and insurance.
- This is not a gratuity for staff.

GRATUITY

- Inlet Affairs does not add a gratuity to the invoice for any event. Any additional consideration is provided entirely at your discretion.

TAXES

- All menus are subject to an applicable tax rate, based on the county and city in which the event is taking place.
- South Carolina tax exempt certificates must be provided to Inlet Affairs by tax exempt organizations 30 days prior to function.

MENU TASTING

- We are happy to provide you with a menu tasting. It will be a sampling of the menu created for your event. There will be a **\$25** per person charge. This fee will be absorbed into the event price once the client has secured the date with a deposit and signed contract.

ALCOHOL REGULATIONS

- We provide a safe, professional, convenient and efficient bar service experience for you and your guest.
- Inlet Affairs has the required permits for the on premise sale, service and consumption of alcoholic beverages. These permits do not apply to Sundays. If a Sunday permit is desired, allow **thirty (30) days** prior to your event to obtain the Sunday Liquor Permit. The cost of the Sunday permit is **\$200** and will be passed on to the client.
- South Carolina state law prohibits any person under the age of twenty-one (21) years old from purchasing, possessing, or consuming alcoholic beverages. Inlet Affairs reserves the right to refuse service of alcoholic beverages to any person, who in the opinion of management, seems to be intoxicated.
- We do not allow alcohol to be brought into our facility. We provide all alcohol and bartenders at our facility.