

Wildflour Catering



~ Catering Information ~

1. **Event Information-** We need to know the following information:
Event Date, Event Time, Drop off Time, and Event Location. (**Important: Be sure to double check this information on your invoice!!**)
2. **Menu:** We have several different Menus available for your to choose from. Our Themed Catering Menu has lots of choices for different cuisines, this is our most popular catering menu. We have hors de'oeuvres menus, party platter menus, and much more. Wildflour Catering can also create custom menus to suite your needs or budget. **Menu Price is per person and includes delivery in local area. Price doesn't include Beverages, full catering setup, or our standard 18% Gratuity. A \$2.00 charge is applied per person for orders smaller than 15.**
3. **Guests:** We can send you an estimate or invoice based on the number of guests that you would like. And we can adjust the number up to one week in advance.
4. **Payment:** We require a \$300 non refundable deposit to book your catering and reserve the date. One week before the event we require the exact number of guests you would like us to prepare food for, and we will send your final invoice and request immediate payment in full so we can start to order food, and prep for your event.
5. **Delivery:** All catering prices on the menu are for drop off service in disposables only. Delivery is free inside North Bend and Coos Bay City Limits. Bandon, Coquille require an additional \$50 fee. Reedsport, Myrtle Point, Florence, require an additional \$100 fee. Beyond is anywhere from \$100-\$300 fee depending on location.
6. **Full Service:** Full chaffing dish setup is \$300, banquet service is \$30/per person, per hour, minimum of two persons and two hours. Includes, set up, bussing, and cleanup.
7. **Bar Service:** \$300 for setup. Host Bar-You provide beverages for your guest and we serve. No Host Bar- We provide beverages to your guests and they pay per drink. (Example \$4-\$6 per beer, \$6-\$8 per wine depending on varietal.)

~ Prices are subject to change. ~

Please allow at least 48 hours in advance for us to prepare your items. Call or Email us today to customize your order, or for any other catering needs.

www.wildflour-catering.com (541) 808-3633 wildflour_catering@yahoo.com

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~ *Frequently Asked Questions – FAQ* ~

- **What is the best way to contact you with questions or to place an order?**

The best way to reach us is by email. To reserve your event on our calendar we must receive your request in writing and a \$300 deposit. You can also reach us through our website, under the contact us tab:

www.wildflour-catering.com. You can call us at 541-808-3633. **(Important: If you do not receive an email confirmation and invoice of your order from us, your order has not been placed.)**

- **How far in advance do I need request my order?**

This depends on our schedule and how busy we are, but we ask that you give us a minimum of 24-48 hours. We may or may not be available to assist on short notice. Planning ahead especially for catering is your best bet. We can always adjust the menu and the number of people for you, but you want to get on our calendar as soon as possible as we book up fast.

- **What is your delivery policy?**

We schedule half-hour delivery windows, so let us know what your ideal window would be (11:00 to 11:30 am or 3:30 to 4:00 pm etc.) We may arrive at any point during your scheduled 30 minute delivery window. Our earliest delivery window is 8:00 am-8:30am (Earlier than that requires an additional fee.) and our latest is 5:30 to 6:00 pm (Later than that requires an additional fee.) Ideally the end of your delivery window should be at least 15 minutes before your guests arrive, so we have time to set up your buffet. When we deliver, we simply drop off the platters of ready to eat, room temperature/slightly chilled food. All you will need to do is pop the lids and the food is ready to serve.

- **Can I change my order once it has been placed?**

We are usually able to accommodate changes made at least 7 days before your event. Let us know when submitting your order if you anticipate making any adjustments. Please note that we consider all orders final 7 days before the scheduled event date and are not able to make any changes after this time.

- **What is your cancellation policy?**

Please let us know as soon as possible if you need to cancel you order. Orders that are canceled less than 7 full days before the scheduled event date will be charged 100% of the total invoice. This charge is to cover foods that cannot be used, labor, rental goods, and jobs we may have declined in order to accommodate your event.

- **Leftovers, what happens when there is food leftover?**

We are happy to take the leftovers to the local THE House or local shelter. If you would like us to leave the leftovers for you and your guests, we are happy to do that as well. Please be advised that we are not responsible for the food once we leave it.

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