

## EVENT POLICIES

- Payment:** To secure the date of your event, we require a non-refundable deposit of 25%. One month prior to your event, we require an additional 25%, and the balance is due and payable upon receipt of final invoice. We accept cash or cheque made payable to *Two Sisters Catering*.
- Dishes:** We carry dishes/silverware for 40 settings, available free of charge with your food order. For dish rental without a food order, charges as follows:
- Small plates.....\$0.10ea
  - Bowls.....\$0.10ea
  - Large plates.....\$0.20ea
  - Wine glasses.....\$0.25ea
  - Silverware.....\$0.50/doz
- We do not carry coffee cups or drinking glasses.
- Staffing Fees:** Our staff rate is \$15.00 per hour, and a shift is a minimum of 2 hours. Clients are only billed from the time staff arrives on-site until they leave. Once we have established set-up and logistical requirements, we will provide you with staff arrival times and the number of staff required.
- Confirmation of Numbers:** We require a final confirmed guest count one week prior to the scheduled date of the event. We bill for the confirmed number or however many guests are in attendance – whichever is greater.
- Please note that we will do our best to accommodate increases in guest numbers; however, we will not be able to accommodate decreases.
- Cancellation Policies:** Cancellation of an event may occur up to one week prior to the event less 25% deposit. Cancellation of an event less than one week prior to the event will result in the loss of 50% deposit.
- Pricing:** Menu prices are subject to change without notice. HST of 12% is not included. A 15% service charge will be added to your final bill.

FOR CATERING ORDERS CALL 250.847.1706 OR E-MAIL [twosisters.catering@hotmail.com](mailto:twosisters.catering@hotmail.com)