



Roe's Catering & Event Rental Fees

All catering orders require 48 hours' notice for pick up & delivery, full serviced events require a minimum of 2 weeks' notice prior to date of the event being serviced. All food is subject to standard 7% sales tax and a catering service fee ranging from (10%-35%) will apply. Allow us to provide as little or as much service needed to make your event as seamless as possible while accommodating your budget. Leave the hard work to us... sit back, relax and make memories!

We have relationships with incredible – highly trusted vendors for Event Décor & Rentals, DJ services, Custom Desserts and Cakes, Custom Printing, Photography and Full Event Planning services! Ask Chef Olivia for these contacts.

➤ 10% pick up (orders over \$200) (8am-5pm)

Includes disposable serving utensils, paper products (plates, utensils, cups, napkins) and handwritten description cards for display.

Upgrade to premium plateware for +\$3/guest

➤ 18% delivery & set up (7am-7pm)

Includes delivery to desired location promptly at contracted time. Disposable serving utensils and paper products (plates, plasticware, cups, napkins)

Upgrade to premium plateware for +\$3/guest

➤ 35% Full-Service Team

Includes all display set up, beverage and hot holding catering supplies with appropriate serving utensils, table cloths for buffet tables and handwritten food descriptions. Includes premium plates and wrapped plastic utensils. We can assist with rentals from (rent-all city) for additional fee if fine China, silverware and glassware are desired.

➤ 25% Park Station - Full serviced

Includes set up of tables and buffet (floor plan finalized prior to event day), table cloths for buffet, dessert and beverage tables, additional cloths for eating tables are available in white or black (\$250 cleaning fee) basic paper products are included but can be upgraded to premium +\$3 per guest, all in house serviced events include iced tea and water set up with cups, unlimited soda fountain is available for +\$3 per guest. Ice is included during the event for drinking but we DO NOT PROVIDE ice to cool down beverages in coolers that have been brought in. Alcohol is permitted and must be self-serve, we do not carry a liquor license to sell or insurance to serve it. You may bring in a bar service vendor to tend bar, they must carry liability insurance and provide us with appropriate paperwork prior to date of service.

Additional Fees: Server required for every 25 guests

\$150.00/ per server (4 hours of service), \$50 per additional hour

\$250.00 Deposit required to reserve desired date

2-hour minimum and guest minimum of 20

6-hour maximum with capacity of 60 seated, 100 guest maximum

Classrooms on first floor are available for additional charge \$50/room

Interested in our venue PARK STATION but don't need catering?

Our rate is \$100.00/hour (4 hour minimum, 12 hours maximum)

Deposit of \$150.00 required as reservation fee to reserve date

\$250.00 Day of coordinator

We will service trash in receptacles, floors & bathrooms

All décor must be removed and bagged in order to be removed as trash

Contract allows access to:

Main Bathrooms

Chairs and tables for up to 60 guests

4 - 6'X2' folding tables (Ex. food, drinks, dessert, games)

Chamber Counter for Gifts/Décor

Access to Ice machine

2 utility carts (loading & unloading)

More seating is available with classroom rental \$50/room, 100 guest maximum

Park Station Rules

- Balloons need preauthorization and weights.
- Building & Walkway Poles - Do not staple, glue, zip tie or nail anything inside or outside (2-sided tape, sticky tack, fishing line work best) NO DUCTTAPE
- Tables & Chairs cannot be moved from one room to another without permission from our event coordinator or Owner.
- Lobby High Top Tables - Can't be unbolted, they are to remain as is.
- The use of glitter and/or confetti is prohibited inside and outside of building.
- Do not drag items across the floors
- Access to the audio-visual equipment provided with rental.
- Trash is to be bagged; no trash is to be left outside of building.
- No open alcoholic drinks of any kind are allowed outside of building.
- Children are to be supervised at all times in rooms and lobby.
- No balls/tossing of any kind allowed in building.
- Podiums are to be used for presentations only. No food , drinks or coolers allowed on top of podium.
- Tables and Chairs - are to be put back to original position.

I would like to have the following items approved for use during my event:

CHEF/ OWNER OLIVIA

DATE

HOST /CATERING CLIENT

DATE

Roe's Catering & Event Rental Policies

PAYMENT POLICY

Non-refundable reservation fee required to book date in our calendar
50% deposit required upon approval of quote... Final payment due in full 48 hours prior to event to ensure service... We accept (cash, checks made to Roe's Catering and Card payments)

RESCHEDULING POLICY

All events can be rescheduled due to sickness, tragedy or death.
Our reservation fee and 50% deposit is transferable to desired date if cancellation is made 7 days prior to event date.

CANCELATION POLICY

Within 30 days, Eligible for 100% refund, excluding Non-refundable reservation fee

Within 7 days, Eligible for 50% refund, excluding Non-refundable reservation fee

Within in 72 hours, No longer eligible for payment refund

For cancellations day of the event your party will not be eligible for refund of any kind (we keep 100% of the billed invoice), in addition your party will not be permitted to rent our venue (Park Station) or use Roe's Catering services in the future

CATERING CLIENT/HOST

DATE