



## BURCHILD POLICY

All menu selections are just a small sample of many menu ideas. We can accommodate your special request using family recipes or have our chef's custom a menu for you.

Deposit of 50% is required on all events and due upon final menu selection along with a signed Contract/Agreement. (Unless other arrangements have been disclosed in the contract.)

FINAL PAYMENT IS DUE (5) DAYS PRIOR TO YOUR EVENT. No event date will be confirmed without a deposit. Final guest count must be confirmed (3Days prior to your event). Guest numbers may increase at this time, however cannot decrease.

### Cancellation Policy

31 days or more prior to your scheduled event date 100% refunded. 15-30 days prior to event date 50% refunded. No refund will be given 14 days or less. Burchild will issue a credit in the amount of the deposit towards any event booked within a six month period. (All written cancellation request will be refunded according to Burchild Policy within 90 days of receiving the request.)

LAY-A-WAY PLANS: Once contracted, a payment plan can be put in place according to Burchild Catering and customer agreement. Should cancellation be necessary a credit refund only will be given to the customer. The customer has 12 months to reschedule an event equal to or more than the original contracted amount, unless otherwise noted.

### Additional Rental & Facility Fees

Should our customers require additional rental items to enhance their event or facility and rental fees apply, the additional charges will be passed on to the customer.

### Staffing Personnel

Professional, customer service oriented staff provided for all events. 15% administrative fee and applicable tax will apply to all events. (Except tax exempt status)

Changes to these policies can be made without notice.

Customer Signature: \_\_\_\_\_

Date\_\_\_\_\_