

T&L Catering

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The Grand – River View – Monarch – Kenilworth Columbian Club – South Plainfield EMS
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Highlighted Rules, Restrictions, Procedures & Frequently Asked Questions

Menu & Headcount:

Menu selections and linen colors are due two weeks prior to your event (1 month prior is preferred). Please call/email us at your convenience to discuss these details. A guaranteed headcount is due one week prior to your event. This is a minimum guarantee and cannot be lowered. You can increase your headcount up to the day prior to your event. Headcounts are based on an adult headcount. Kids (ages 3-10 years) are discounted off of the adult price. There is a minimum required adult headcount listed on your contract. Please be aware of that minimum.

Decorations & Decorators:

We do not allow any tacking or taping on the walls or ceilings as well as no confetti (including confetti balloons), rose petals, or small beads/crystals of any type. We do not allow outside chair covers; chair covers and bands can be added for an additional charge through T&L Catering. We will discuss your floor plan when you confirm your guaranteed headcount. The number of tables and chairs set up for your event is based on your final headcount. Please make sure if you are using a decorator that they are aware of the floor plan. We cannot edit your floor plan once the tables and chairs have been set. Decorators can arrive up to 1½ hours prior to the party time for set up and must exit the premises within 30 minutes after the event. All decorations must be removed from venue the same day as the event; we cannot store items. There is a minimum \$100.00 fee for excessive clean ups due to but not limited to confetti, balloons, glitter, etc.

DJs, Entertainment & Other Vendors:

All vendors must supply a certificate of insurance to T&L Catering prior to the event. If your vendor does not carry insurance then it is your responsibility to sign an insurance waiver stating that you will be held responsible if your vendor causes any damage to our property. Vendors can arrive up to 1½ hours prior to the party time for set up and must exit the premises within 30 minutes after the event. Vendors can only begin their services at the start of your party time and must end their services by the end of your party time (for example: if your event is from 7-11pm your DJ cannot begin playing music until 7pm and must end at 11pm). We do not allow smoke machines of any kind (dry ice included). You are responsible for ensuring that your vendors follow all house rules.

Responsibility for Guests:

Invitations must state the timing listed on your contract; no earlier. Doors will open 15 minutes prior to the event and guests are expected to depart at the end of the event. All guests must be off the premises within 30 minutes after the event. It is your responsibility as the host that all guests follow the house rules. All alcohol must be served from behind the bar by our bartenders. If you do not hire our bartender for your event then no alcohol is allowed on premises. If at any time alcohol is found onsite then you and the guest will be notified and asked to remove alcohol. If there is a second occurrence then your event will be stopped. The lead staff member has the right to end an event early if the problem is not rectified. You, as the host, must remain on premises until all minors have departed the premises; we are not responsible for them.

Additional Guests at Event:

If additional guests show up for the event that were not included in your head count you will be charged accordingly. Payment must be made in cash immediately after being notified of the additional guests. If needed we will set up an additional table with 10 chairs but you will pay for 10 extra people. Pricing is figured at the per person fee plus staff fee. There is a minimum charge of \$250.00 for one additional table which must be received in cash before table is set up. We can only guarantee accommodating up to 10 additional guests on the day of your event. Additional guests cannot remain on premises if payment is not made. We do not offer refunds if less guests than what was paid for attend your event.

Extra Time:

Additional set up & clean up time may be added if available prior to your event. Please ask about pricing. An additional hour of party time can be added, for an additional fee, when available and within the curfew times. If you would like to add the additional time during your event then it must be approved by the lead staff member at least two hours before the end of event and paid for at the pre-determined fee in cash before the time is added. An additional hour of party time is figured at \$3.00 per person and is based on your final headcount.

Left-Over Food:

Any food that is left over from your buffet will be yours to take home at the end of your event. Any extra food that is not leftover from the buffet is the property of the caterer (our kitchen is stocked with food).

By signing I acknowledge that I understand and agree to all of the terms listed above.

Customer Signature

Printed Name

Event Date/Location