

# THANK YOU for choosing T&L Catering!

Below is important information about booking your event at our venue.

Please contact us if you should have any other questions.

## **How To Book Your Event**

Dates can be booked over the phone, by email or in person.

Call: (732) 381-1119, (908) 757-5473

Email: [info@tlcatering.com](mailto:info@tlcatering.com)

In person: Main Office – 135 Somerset Street North Plainfield, NJ 07060 – please schedule an appointment

## **When to Book Your Event**

Dates are booked in a first come first serve manner. We cannot guarantee availability at any time without receiving a signed contract and deposit.

## **Info Needed To Book Your Event**

At the time of booking we ask for your contact information, type of event, event time, and the approximate head count (this is an approximate head count – your guaranteed head count will be due 1 week prior to your event).

## **Contract & Deposit**

Once we receive your information and event details a contract will be emailed to you (contracts are sent as soon as possible but may take 24 hours). Please review the information and return a signed copy of your contract with deposit. Initial deposit can be paid in cash, check or credit card. Deposits are non-refundable. Signed contract and deposits must be received by the date listed in order to keep your contract valid and avoid cancellation.

## **Menu Selections & Linen Colors** (when using our catering services)

We ask that you contact us with your menu selections and linen colors at the latest two weeks prior to your event. Menus and linen colors can be found on our website.

## **Head Count & Floor Plan**

At the time of booking we ask for an approximate head count. You must contact us one week prior to your event with your guaranteed head count. If we do not hear from you it will be assumed that the head count given at the time of contract is your guaranteed count. After your guaranteed count has been set it cannot be lowered but you may increase your head count if necessary. Once your headcount is set we can finalize your setting arrangements/floor plan. We ask that floor plans be set by the Monday prior to your event.

## **Payment**

Final payment must be made 48 hours prior to your event in cash, certified check or credit card. We do not accept personal checks.