

The Wright Touch Catering & Bake Shoppe

7085 C Avenue NE (Colton Square in Bowman Woods)

Booking Your Event

The Wright Touch Catering & Bake Shoppe limits the number of special events and orders that are catered or picked up on any one day. This unique policy guarantees that your event will receive the ultimate degree of quality and service that you, as our customer, deserve.

In order to insure that our clients and their guests are provided with an exceptional experience we require the following booking guidelines:

Final menu selection and final guest count is due no later than **14 calendar days** before your event. After that date we will be unable to reduce the count as product has already been ordered and paid for. If your selections and guest count increases we will make every effort to accommodate your needs for food and staff. Last minute bookings will be handled on a case by case basis and may be subject to additional fees. _____please initial

A 50% deposit is required to secure your event on our calendar Final payment for the event is due **14 calendar days** before the event takes place. Please make arrangements to have your check, credit card, OR cash payment available to be collected at this time. **Based on our policies we are unable to accept gift certificates, coupons or any other form of payment or offers for deposit or final payment. Please be advised that The Wright Touch will pursue all leads for available dates until a client has agreed to terms and a deposit of 50% of the estimated total has been received to secure the date requested**
*Reminder: Without a 50% deposit to secure our services your event is considered to be **pending**. There is **no firm commitment** to secure the products or services needed.*

Catering Division Service Profile Options

- **#1 Pick up at our store** Your order will be available for pick up at our shop at a pre-arranged time. All items will be packaged and ready for transport. Packaging fee and sales tax will apply.
- **#2 Delivery/Drop Off Only** The Wright Touch staff will arrive at your location with food/desserts at a pre-arranged time. A packaging fee, service fee of 15%, and sales tax will apply.
- **#3 Delivery with Set up \$25** The Wright Touch staff will arrive with food/desserts to set up the display for your event using equipment and display pieces **provided by the client**. A service fee of 15% (within 20 mile radius) or 18% (outside 20 mile radius but within a 30 mile radius)* and sales tax at 7% will be added. **No labor costs are associated with this type of service**. If clean up or pick up by The Wright Touch staff is required an additional \$25.00 will be added to the cost. ***Deliveries for events outside a 30 mile radius will be handled on a case by case basis.**
- **#4 Delivery/Set up/Rental \$50** The Wright Touch staff will arrive with food/desserts to set up a display for your event using equipment **provided by TWTC**. With this type of service the client will be responsible for returning all items the next business day following the event if on a weekday, and Tuesday following the event if on a weekend day. All equipment must be returned in the same condition as they arrived. A service fee of 15% (within 20 mile radius) or 18% (outside 20 mile radius but within a 30 mile radius)* and sales tax at 7% will be added. **No labor costs are associated with this type of service**. If clean up or pick up by The Wright Touch staff is required an additional \$25.00 will be added to the final cost. ***Deliveries for events outside a 30 mile radius will be handled on a case by case basis.**
- **#5 Set Up w/Continuing Onsite Service:** Pricing includes food, service fee and sales tax **plus** a fee of \$15 per hour per staff member is charged for labor. Minimum of 3 hours required. This type of service will include one front of house staff member for every 50 guests for self serve buffet plus additional kitchen staff as needed.

IMPORTANT: To secure the booking of your event please review this document. **In addition** we will require acceptance of our written work order or proposal and our catering policies. **There is *no firm commitment* to secure the products or services needed until a 50% deposit has been received and all required paperwork has been signed and accepted by Debbie Wright, Owner The Wright Touch LLC**