

## Policies and General Information

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| Creating a Menu                  | White Linen Chefs can create a custom menu for every occasion. If what you want is not listed, just ask and we will create it for you.  |
| Service Staff                    | White Linen provides a professional service staff with a lead at every event to ensure its success. We recommend one server per 10 guests for a seated dinner and one server for every 25 guests at a buffet dinner and one server for every 30 guests at an appetizer buffet. We suggest one to two bartenders to serve up to 100 guests. Staffing is charged at \$20 to \$25 an hour based on job requirements.               |
| Rental Items                     | White Linen provides rental items such as flatware, glassware, linen, tables, chairs and tents. White Linen is not responsible for damage or loss should you choose to use your own personal equipment.   |
| Guest Count Guarantees           | A final guest count is due no later than five business days prior to your event. After this point, we cannot reduce the guest count, but will do our best to accommodate any increases. An adjustment to food quantities, service staff and rentals may be necessary.   |
| Billing, deposits & Cancellation | A 50% deposit of the total estimated balance is due 60 days prior to your event. The remaining estimated balance is due no later than 5 business days prior to your event. Following your event, a statement will be issued to you reflecting the final charges. If a balance is due, full payment is required within 10 business days of the invoice date. If we have overestimated the charges a refund check will be sent to |

you. Should your event cancel prior to the occasion, the 50% deposit will be forfeited and additional charges will be incurred.

If you should schedule an event less than 30 days from the date of event, a deposit is due at the time of booking.

Buffets

To avoid waste, buffet dinners are limited to groups of fifty or more people. Buffet luncheons are limited to groups of 25 or more people.

Due to food safety concerns, buffets will be limited to a maximum of 2 1/2 hours of service.

Menu Prices

All prices listed on the menus are per person, unless otherwise noted. Also, prices listed do not include sales tax, 18% service charges (gratuity) or sales tax on service charges.

Reserving a Date

A non-refundable deposit of \$1500.00 is required to reserve a date. This amount will be applied and deducted from the event's final amount due. You are not required to pay this amount, it is only necessary to guarantee the date you are requesting.

Signature

Please make sure you have read this in full detail and agree to these terms, in doing so please sign and date below, and fax to 206.202.4068 We look forward to doing business with you. Thank you.

Sign----- Date-----

