



MCCLELLAND CATERING INFORMATION SHEET

805 Pennsylvania Avenue
Elmira, NY 14904
607-271-9111
www.visitclassiccafe.com

Thank you for booking your function with Classic Café/ McClelland Catering. We look forward to working with you and strive to make your event special while exceeding your expectations. Please note the following information regarding our services:

- You will have the opportunity to work out a specialized menu with one of our Catering Specialists. Once a menu, per person costs, and a function date have been determined a retainer fee of \$100.00 will need to be received before the function date is secured. Our retainer fee is non-refundable in the event that you cancel your function.
- The catering specialist must be notified of a guaranteed number of guests no later than 5 working days prior to the function. You will be charged for this guaranteed number unless your number of guests is higher than your guaranteed number then you will be charged the per person costs for this higher number.
- All per person costs are subject to 8% tax (unless you are tax exempt) and an 18% service charge. These charges are in addition to your per person cost quote.
- Portion sizes are determined by our experienced caterers. Leftover food can't be released to our guests due to food temperatures and holding conditions required by NYS Department of Health.
- No function is permitted to run over the time agreed upon without the caterer's approval. The caterer reserves the right to charge additional fees for extra time.
- If you require a decorating time this will be limited to 1 hour prior to your event. Additional fees will be charged for extra time.
- All food must be provided by Classic Café/ McClelland Catering. Any outside desserts that you may want to bring in must be approved by our catering specialist prior to your function date.
- Guest Parking must be out front or in the rear of the catering room. No parking in the Classic Café lot please.
- Please refrain from: taping or tacking of decorations on the walls, using table confetti, or rearranging furniture without prior authorization.
- Beer & wine must be provided by Classic Café/ McClelland Catering and must be consumed only inside the building. Alcohol beverages are not permitted outside.

Patron: _____ Caterer: _____ Date: _____