



# THE SPRINGS

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## EVENT VENUE

### Questions | Hiring a Caterer

- tell me about my tasting appointment - what should I expect, is there a fee, and how many people can I bring?
- will the person hosting my tasting be my point of contact through wedding planning and on my wedding day?
- do you have my date available?
- have you catered a wedding at my venue before?
- do you have insurance?
- do you have a contract?
- what is your cancellation policy?
- when do you require a final head count?
- how many weddings will you cater on the same day? (will I be your top priority on my wedding day?)
- do you also serve alcohol & if so, are you one of the approved alcohol vendors at my SPRINGS venue?
- who will be my direct contact and what can I expect as far as communication throughout my planning & on wedding day?
- will you bus tables?
- will you be there for my entire event or only during food service?
- will you handle the bussing / trash for the reception? (Note: caterers are responsible for taking the trash to the dumpsters, just outside the kitchen door)
- will you prepare the leftovers in tupperware & prep a "to go" box for the bride & groom?
- do you also make cakes? Is cake service included in your package?
- will you provide beverages? What does the drink station look like?
- how many staff members will be at the venue for service?
- given my budget, my tastes, my guest count, and the logistics of the venue- what would you recommend be served?
- how will you handle distribution of tips?
- is gratuity included?
- what type of silverware, glassware, napkins and condiment containers are included?
- do you have "plus / plus" ? (service charges, gratuities, taxes, etc)
- what is the final quote based on my anticipated guest count?

- what is the initial deposit to reserve your services?
- what kind of payment plan do you offer and when is the total due?
- what is your specialty?
- do you recommend plated or buffet?
- If a buffet, how will the choices be replenished?
- will I need to have my guests select a food option with their RSVP?
- how will you handle allergies & dietary restrictions?
- how will you keep the food warm?
- what will be cooked onsite and what will be prepped ahead of time?
- what kind of decor, linens, and rentals do you provide?
- what do you recommend for children's meals?
- what is your charge for a cake-cutting fee? If we use an outside cake designer or vendor, would you still serve it?
- what will you wear at my wedding?
- how much time do you need for set up and breakdown? What fees can I expect with these services?
- Are there any fees \*not\* included in your final quote that I should be aware of?
- do you cater rehearsal dinners, brunches, or other meal events for my wedding?

NOTES: