



Roe's Catering & Event Rental Fees

All catering orders require 48 hours' notice for pick up & delivery, full serviced events require a minimum of 2 weeks' notice prior to date of the event being serviced. All food is subject to standard 7% sales tax and a catering service fee ranging from (10%-35%) will apply; we provide as little or as much service needed!

➤ **10% pick up orders over \$200 (Pick up times 8am-5pm)**

Includes disposable serving utensils and items labeled accordingly (add on paper products for \$1/guest, +\$3/guest for premium)

➤ **15% delivery & set up (Delivery times 7am-7pm)**

Includes disposable serving utensils and paper products (basic paper plates, plasticware and napkins) or individually boxed with name of recipient or name of menu item. (Premium plastic plates & wrapped plasticware +\$3 per guest)

➤ **35% delivery, set up of buffets and full service from start to finish**

Includes all display and hot holding catering supplies with appropriate serving utensils, table cloths for buffet tables only. Includes premium plastic plates and wrapped plastic utensils. We can assist with rentals from (rent-all city) for additional fee (China, table cloths, etc.) if desired. We also work with some great vendors for Décor, DJ, Desserts, Custom Printing, Photography and Full Event Planning services!

➤ **25% In house full serviced**

Includes set up of tables and buffet (floor plan discussed prior to event day), table cloths for buffet, dessert and beverage tables, additional cloths for eating tables are \$5 each and available in white or black, basic paper products are included but can be upgraded to premium plastic for +\$3 per guest, all in house serviced events include iced tea (sweet & unsweet) and lemon water set up with 9oz cups, fresh squeezed lemonade is available +\$2 per guest and unlimited soda fountain is available for +\$3 per guest Ice is included during the event for

drinking but we DO NOT PROVIDE ice to cool down beverages in coolers that have been brought in. Alcohol is permitted and must be self-serve, we do not carry a liquor license to sell or insurance to serve it. You may bring in a bar vendor to serve, they must carry liability insurance and provide us with appropriate paperwork prior to date of service.

Servers are additional and required for 25 guests or more in house and offsite events @\$150.00/ per server (6 hours of service) 2 hours for set up and 4 during event/clean up

\$75.00 cleaning fee applies to all in house caterings

WITH our catering a reservation fee is required to secure your date in our venue \$35.00/hour + cleaning fee (\$75) (NONREFUNDABLE)

4-hour minimum for reservations and guest minimum of 20

12-hour maximum reservation with capacity of 60 seated, 75 MAX

Classrooms off main dining area are available for additional charge @\$25/hourly. This will be required if guest count exceeds 60 for buffet set up, overflow seating and or a “kids’ room/area” is needed.

Interested in our venue PARK STATION without our catering services???

Our rate is \$100.00/hour (4 hour minimum, 12 hours maximum)

Plus, \$150.00 cleaning fee

\$250.00 Day of event coordinator

\$200.00 Security deposit (refundable)

We will service trash in receptacles, floors & bathrooms

All décor must be removed and bagged in order to be removed as trash

This includes access to:

Bathrooms

Chairs and tables for up to 60 guests

4 - 6’X2’ folding tables (Ex. food, drinks, dessert, games)

Chamber Counter for Gifts/Décor

Access to Ice machine

2 utility carts (loading & unloading)

More seating is available with classroom rental (additional \$25 per hour)

Park Station Building Rules

The following activities if not followed may result in the loss of your security/damage deposit and prohibit further use of the building.

- Balloons need preauthorization and weights.
- Building & Walkway Poles - Do not staple, glue, zip tie or nail anything inside or outside (2-sided tape, sticky tack, fishing line work best) NO DUCTTAPE
- Tables & Chairs cannot be moved from one room to another without permission from our event coordinator or Owner.
- Lobby High Top Tables - Can't be unbolted, they are to remain as is.
- The use of glitter and/or confetti is prohibited inside and outside of building.
- Do not drag items across the floors
- Access to the audio-visual equipment provided with rental.
- Trash is to be bagged; no trash is to be left outside of building.
- No open alcoholic drinks of any kind are allowed outside of building.
- Children are to be supervised at all times in rooms and lobby.
- No balls/tossing of any kind allowed in building.
- Podiums are to be used for presentations only. No food , drinks or coolers allowed on top of podium.
- Tables and Chairs - are to be put back to original position.

I would like to have the following items approved for use during my event:

CHEF/ OWNER OLIVIA

DATE

EVENT COORDINATOR/WITNESS

DATE

USER OF EVENT SPACE/CATERING CLIENT

DATE

Roe's Catering & Event Rental Policies

PAYMENT POLICY

Non-refundable reservation fee required to book date in our calendar
50% deposit required upon approval of quote (2 weeks prior to event)
Final payment due in full 72 hours prior to event to ensure service
We accept (cash, checks made to Roe's Catering and Card payment)

RESCHEDULING POLICY

All events can be rescheduled due to sickness, tragedy or death.
Our reservation fee is transferable to desired date if cancelation is made 2 weeks prior to event date. If less than 2 weeks prior to the event date you will be subject to a 3% rescheduling fee. (3% of total invoiced) At this point you are given 30 days to pick a new date and it must be in the same calendar year of previously booked event.
After 30 days a new reservation fee will be required, old fee paid is non-refundable and has expired.

CANCELATION POLICY

- Within 30 days, Eligible for 100% refund, excluding Non-refundable reservation fee
- Within 7 days, Eligible for 50% refund, excluding Non-refundable reservation fee
- Within in 72 hours, No longer eligible for payment refund
- For cancellations day of the event your party will not be eligible for refund of any kind (we keep 100%), in addition your party will not be permitted to rent our venue (Park Station) or use Roe's Catering services in the future

CATERING CLIENT

DATE