



Catering Policies

Payment

Upon confirmation of the menu, the clients will be required to pay a deposit of 50% of the estimated costs to reserve the event date. The remaining balance is due on the event date. All food, beverage, rentals, linens, staff and any other charges are subject to all applicable taxes. If your group is tax-exempt, a copy of the tax exempt certificate must be submitted to *Bonne Cuisine by Michael* upon payment of the event deposit. Payment can be made by cash or cheque, made payable to *Bonne Cuisine by Michael*.

Cancellation

In the event of a cancellation, the deposit **will not** be refunded. However, it may be used for a future event, and there is no time restraint as to when it can be used.

Gratuity

Based on the industry standard, a 15% gratuity will be added to all full-service functions.

Attendance

Attendance must be confirmed no less than one week prior to the event date and may be increased up to 24 hours prior to the event date. The charge per person is based on the final confirmation of attending guests.

Equipment Rentals

Any rentals not provided by *Bonne Cuisine by Michael* will be an additional charge. Dishes, cutlery, glassware, serving pieces, linens, table cloths, utensils, bar ware, ice, etc. are available at a per person rental charge. Rates vary depending on style of set-up (ie. sit-down dinner, buffet dinner or cocktail reception). Rentals that are used at the event are returned to *Bonne Cuisine by Michael* with the staff on event day.

Staff Service

Our professional staff is well groomed and trained to meet your needs. Charges for on-site personnel are as follows: serving staff at \$12 per hour, Service Coordinator at \$15, Junior Chef at \$15 per hour and Executive Chef at \$30 per hour. Minimal charge per staff is 4 hours per function.

Bar Service

Bonne Cuisine by Michael can provide alcoholic beverage service for your event provided arrangements are made for permits, etc., and all other regulations under the M.L.C.C. are followed.

Transportation Fee

A fee may be applicable if the catered function location is beyond the City of Winnipeg's perimeter highways. A charge of \$2.00 per kilometer may be applicable. Please note that staff hours are charged from the time they leave the City limits until they return.

-Revised January 2008