

# RATES

## **Standard Billing Hours FOH + BOH**

2016

Event Director	\$50/hour
Event Manager	\$40/hour
Event Supervisor	\$35/hour
Server	\$30/hour
Bartenders	\$30/hour
Executive Chef	\$50/hour
Chef d' Cuisine	\$40/hour
Cook	\$30/hour
Support Staff	\$25/hour

## **Cocktail Reception & Passed Snacks**

1 server for every 20-30 guests,  
1 bartender for every 70 - 100 guests.

## **Food Stations**

1 server for every 20-30 guests  
1 bartender for every 70 - 100 guests.

## **Plated Sit Down Dinner**

1 server for every 8-10 guests.  
1 wine steward for each 30-40 seated guests\*  
1 bartender for every 70 - 100 guests.

## **Family Style Sit Down Dinner**

1 server for every 12-16 guests.  
1 wine steward for every 30-40 seated guests\*  
1 bartender for every 70 - 100 guests.

*\*For multiple wine pairings, we recommend additional wine stewards*

# POLICIES

## **Service Staff Rates**

All service labour charges are calculated hourly at a minimum of four (4) hours per employee. Charges for labour are doubled during statutory holidays and at time-and-a-half for over eight hours of work. Labour charges begin at setup and end with breakdown completion.

## **Payments and Retainer Fee**

Final menu selection is due no later than one week prior to the event date. Final guest count for an event must be received 10 full working days prior to the event date. This count becomes your guaranteed number and is not subject to reduction. If attendance is more than 10% above the guaranteed number, we will make every effort to accommodate your group, however we cannot guarantee availability of additional items as specified in the original order and will be substituted accordingly.

## **Payment Methods**

ProvisionsTO accepts Cheque, Visa or MasterCard payments. Credit card charges over \$5,000.00 incur an additional 2.5% processing fee. A signed credit card authorization form must be on file regardless of your chosen payment option.

## **Food and Beverage Policy**

ProvisionsTO will accommodate dietary substitutions whenever possible. Menu prices are subject to change at any time according to market prices and final menu costs can be guaranteed no more than thirty (30) days prior to the event date. Any changes to the menu must be confirmed no later than five (5) business days prior to the Event Date and may be subject to additional charges. ProvisionsTO reserves the right to discard all perishable food items two hours after the event in compliance with FOOD HANDLER practices. Once food has left your event venue, it is no longer food safe and cannot be picked up at a later date. You may provide food containers to bring home leftovers from the event.

## **Rentals**

Rentals MUST be finalized 2 weeks prior to your event. ProvisionsTO will make every effort to accommodate last minute changes, but this is not a guarantee. Last minute changes will be billed at \$50 for each new estimate beyond the original provided.

## **Cancellation Fees for Food and Beverage Services**

If the client cancels a contracted food and beverage event ProvisionsTO will retain the deposit/retainer fee as liquidated damages. Deposits for cancelled events may be held for up to 1 (one) year, to be put towards another catering event booked with ProvisionsTO. Future events must be booked in the same manner, adhering to a new catering contract.

## **Event Location**

The client assumes all responsibility for any damages/- theft to property rented to the client, which may be caused by patrons, members, guests, or invitees. Rental of location is the sole responsibility of the client and it is recommended that client confirm with location that all necessary equipment/rooms are included.