



**Wedding Day Information**

The wedding venue will be located at \_\_\_\_\_

which has an address of \_\_\_\_\_

and can be contacted at \_\_\_\_\_

Brides Name: \_\_\_\_\_ Groom's Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

The wedding will occur on \_\_\_\_\_

Starting at \_\_\_\_\_ AM/PM and Ending at \_\_\_\_\_ AM/PM

Please specify if there is a specific banquet room or ballroom for your event

\_\_\_\_\_

The wedding shall be expected to host \_\_\_\_\_ guests

The Graze & Peace charcuterie arrangement should be (circle one):

Graze Table

Individual Jarcuteries

If graze table is the arrangement, the size will be (circle one):

Petite (20-50 guests) | Medium (50-100 | Large (100-150) | Extra Large (150+)

**Please read through this section thoroughly and initial throughout.**

Note the catering provided shall be a cocktail hour and shall not serve as a main course meal.

And the final head count should be given *no later than two weeks* before the wedding day aforementioned.

The client is responsible for notifying Graze & Peace of any food allergies, special food restrictions, special arrangements for children i.e. no pork *no later than 2 weeks* before the wedding day aforementioned.

The menu discussed has subject to change if availability changes. For example, in the event of an outbreak of salmonella in broccoli, and broccoli is recalled, there may not include broccoli on the menu.

Foods include meats, cheeses, breads, crackers, vegetables, fruits, nuts, dried fruits, and light treats.

If the client wants a prepackaged charcuterie board for bride/groom table please notify Graze & Peace *no later than 2 weeks* before the wedding day aforementioned.

A proof of health license from the state and liability insurance information is available upon request.

The latest date you can make changes to your menu is *no later than 2 weeks* before the wedding day aforementioned.

## **Pricing and Fees**

The price per charcuterie arrangement is based on amount of people but does not included taxes yet.

- Jarcuterries: \$6/person
- Petite Graze Table (20-50): \$300
- Medium Graze Table (50-100): \$450
- Large Graze Table (100-150): \$600
- Extra Large Graze Table (150+): \$750+

If a client requests additional specialty items, such as only prosciutto & fine cheeses, the price may be subject to change.

The agreed upon price is for 4 hours only during the day of. Each additional hour will result in a charge of \$75/hour as part of our overtime policy.

Travel is no cost within 20 miles. Each mile after 20 miles is \$1/mile. For example: If a venue is 54 miles away, 34 miles there/back would cost \$68.

The estimated total cost for the catering provided by Graze & Peace is:

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Please see invoice for details.

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The deposit amount is half of the estimated cost mentioned above and must be paid in order to lock in the amount agreed upon. Prices may increase throughout the year unless the deposit has been paid.

The final payment is due *no later than 2 weeks* before the wedding day aforementioned.

### **Refund and Cancellation Policy**

A full refund will be provided 6 months prior to wedding date.

1/2 refund will be provided 3 months prior to wedding date.

1/4 refund will be provided 2 weeks prior to wedding date.

No refund will be provided within 2 weeks of wedding date.

### **Materials**

Any supplies the catering company will provide, like linens, serving platters, serving utensils (scoops, tongs), and generic paper plates and utensils are included in the aforementioned price. However, if the client wants to upgrade the plates and utensils, the client is responsible for the cost of any upgrade.

### **Staff**

The owner of Graze and Peace will be at most events; however a trained staff member of Graze & Peace may be there to assist or may be there independently upon an emergency (which will be communicated to the client as soon as possible).

Hillary Kotwal, owner of Graze & Peace, and her staff are responsible for set up, cleanup and breakdown.

The staff of Graze & Peace will be wearing nice jeans & a company shirt unless otherwise requested by client *no later than 2 weeks* before the wedding day aforementioned.

### **COVID Protocols**

Graze & Peace and their staff will not be tested for COVID prior to set up, however we are open for screening, temperature reading, etc. If any staff member has been exposed to COVID within two weeks prior to the wedding, the client will be notified immediately and arrangements will be made to either fulfill contract or the contract can be terminated with a FULL refund to the client if contract is not fulfilled due to COVID.

However, there will not be a full refund in the event a client or family member of client is exposed or diagnosed with COVID and the wedding has to be cancelled within 2 weeks of the wedding. However, if the wedding is rescheduled and Graze & Peace has the date available, the amount paid can be transferred to the new date. However, there will be a \$100 charge for incidentals (food purchased for wedding). However, there is a lot of grace. Each situation is different, and Graze & Peace will be happy to work with you.

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Caterer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Graze & Peace Charcuterie  
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