



Client:  
Phone:  
Event:  
Event Location:  
Email:  
Event Date:  
Event Time:

### Menu Proposal - Summer Dinner Party

Passed Hors D'oeuvres

**Petite Crab Cakes**

Old Bay Remoulade

**Pistachio Raspberry Tartlets**

Crisp tart shells stuffed with whipped goat cheese, fresh raspberries, pistachios & honey

Stationary Display of Dinner Service

**Blackberry Arugula Salad**

With goat cheese, pecans, citrus vinaigrette

**Seafood Paella**

Our savory saffron rice pilaf with mussels, clams, shrimp, andouille sausage & petite peas

**Herb Roasted Pork Tenderloin**

Pan seared & finished with honey mustard and basil reduction

**Roasted Petite Potatoes**

With fresh herbs

**Grilled Asparagus**

Locally sourced & perfectly seasoned

**Homemade Dinner Rolls**

With whipped butter

\$44.80 per person

*\*prices subject to item availability and market inflation\**

**Service:** Based on headcount and service style.

**\*\*Full Service is for a minimum of 4 hours. Service Cost Includes Pick up and drop off at April's Table, Server's Wage, Travel Time & Expenses, Set up, Break down & Administrative Expenses\*\***

- ∞ Full Service, options include: Stationary Display (buffet), Seated Plated Experience & Family Style Service
  - Chefs & Event Leads: \$70-\$100 per hour, per team member
  - Servers, Kitchen Staff & Basic Bartenders: \$50 per hour, per team member
  - Advanced Bartenders: \$70-\$80 per hour, per team member
- ∞ Delivery & Set Up base hourly rate plus \$1.50 courier per mile
- ∞ Delivery \$1.50 per courier mile
- ∞ No Added Fee Pick Up

April's Table, LLC ~ 544 Baltimore Annapolis Boulevard ~ Severna Park ~ Maryland  
eat@aprilstable.com ~ 410.544.2660

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### Rentals:

**\*\*Rental Cost Includes Delivery, Pick Up, Tax & Damage Waiver\*\***

- ∞ We have great relationships with several Rental Companies in the area, and can provide anything from tents and tables, to accent pieces, furniture, and décor - we are your one stop shop!

### Beverages: \*Comes with beverages and serving vessels only – bar/beverage table is not included\*

- ∞ Soft Beverage Station: Seasonal Lemonade, Honey Sweetened Iced Tea & Seasonal Agua Fresca in Glass Beverage Dispensers @ \$6 per guest, unlimited
- ∞ Soda & Water: Assorted canned coca cola products & bottles waters @ \$3 per guest, unlimited
- ∞ Mocktails: choice of up to 3 seasonal options in glass beverage dispensers @ \$12 per guest, unlimited, including seasonal Agua Fresca
- ∞ Bar Options **\*Comes specifically with what is listed, and does not include additional soft beverages\***
  - Unlimited Beer & Wine Bar @ \$12 per guest
    - Includes choices of four beers (2 domestics, 2 specialty) and four wines (2 whites/rose, 2 reds)
  - Full Basic Unlimited Bar Package @ \$20 per guest
    - vodka, gin, rum (coconut & spiced), tequila, bourbon, whiskey, champagne/sparkling wine prosecco (for toast only), 2 beer options (1 imported, 1 domestic), 2 wine options (1 white, 1 red), mixers including coca cola products, standard juices, soda water, tonic, still & sparkling water, and garnishes

### Disposables:

- ∞ Recyclable: Unlimited clear plastic disposable plates/bowls, cups, napkins & flatware @ \$3 per guest
- ∞ Chafing Dishes: \$12 per kit including rack, 2 sterno, & large foil pan
- ∞ Compostable: Unlimited bamboo plates/bowls, compostable cups, napkins & flatware @ \$6 per guest

### Notes:

### Total Costs - TBD

### Contract Guidelines

-Final payment is expected 48 hours prior to the date of the event on DATE. All payments for any and all services will be made to **April' Table, LLC**. Prices and estimates are subject to change until exact head count is determined. The client is expected to provide April's Table [AT] with a firm head count and any modifications by the confirmation date of MINIMUM A WEEK PRIOR along with the deposit. All estimates will be confirmed upon modifications and count along with menu prices which are subject to change according to market and availability. Should the headcount decrease after that date, the estimate will not differ. However, if the headcount increases after that date, the estimate

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will increase accordingly at the discretion of AT. Any and all changes made within 72 hours of the event will be subject to additional fees dependent upon said modifications, including service, food cost, rentals, etc.

**-Payment & Deposit Policy:**

- a. Payment is to be made directly to AT in the form of cash, check, or credit card. Should client choose to use a credit card as payment, credit card fees will apply per transaction. If payment is made via cash or check, the credit card fee is waived per transaction.
- b. A deposit of 50% of the food cost as well as a credit card number is required to reserve the event date. The client's credit card will be stored on a secure server, and will not be charged should they choose to make payment via cash or check. 15% of the aforementioned 50% deposit will be non-refundable, as the date is now reserved and unavailable to other clients, where cancellation could result in lost income and opportunities.
- c. In the event that delinquency occurs in payment, the client agrees to pay interest charges at the rate of 10% per month. The client also agrees to pay any legal fees incurred to obtain proper payment.

**-Gratuity:**

Gratuity is included in estimated subtotal and is based on 15% of the food and beverage cost. It is dispersed equally amongst the service staff who works said event. Should the client see fit to include additional gratuity via cash or within the proposed total for exceptional service, they are welcome to do so. Should the client choose to provide the beverage or bar items, yielding in our providing bar staff, gratuity will be based on what would have been charged per guest to accommodate for that service.

**-Event Production Fee:**

The Event Production Fee is based on 10% of the food and beverage cost, and covers all back-end costs that go into the event including, but not limited to: time spent planning with client, arranging particular details of the event, additional catering staff needs, gas, maintenance, administrative expenses, and general costs of doing business.

**-Appropriate Conduct/Safe Working Environment:**

The Client(s) expressly agree(s) to ensure the appropriate behavior of all attendees at the event, and additionally agree(s) to undertake best efforts to ensure that all parties involved in the event, including but not limited to the Client(s), vendors, all guests, and any and all attendees, behave in a manner that provides the AT Team with a safe and comfortable work environment in accordance with a reasonably workmanlike standard. Any threatening, hostile, inappropriate, or offensive behavior of any kind, and any other behavior that compromises the safety or well-being of the AT Team, AT equipment or constitutes a hostile work environment (including, but not limited to, unwelcome comments, touching, or derogatory language) will not be tolerated. What constitutes such behavior is up to the sole discretion of the AT Team in accordance with the standard of a reasonably prudent person, and will be dealt with accordingly: (a) upon the first offense, the Team member will notify the offending person and either the Client(s) or a assigned contact of the Client(s) with a verbal warning; (b) after the second offense, the Team member will notify the

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Client(s), and the Client(s) will agree to remove the offending person for the remainder of the event (c) upon the third offense, the AT Team will end event coverage immediately and leave the event. AT shall be entitled to retain all monies paid hereunder. The Client(s) will not be entitled to any refund, and Client(s) will agree to relieve and hold AT harmless as a result of incomplete event coverage, or for a lapse in the quality of the work.

**-Cancellations, Accidents, and Inclement Weather:**

Client understands that upon entering this service contract, Caterer and/or Event Planner is committing time and resources to this event and thus cancellation would result in lost income and lost business opportunities in an amount difficult to precisely calculate. Therefore, the following cancellation limitations will apply:

- a. Should the event be cancelled for any reason, it is at the sole discretion of AT to retain up to 100% of the deposit, and will be evaluated per event and circumstances.
- b. Should the event be cancelled within 7 days of the event, the client is responsible for 50% of the grand total due.
- c. In the event an accident occurs, AT will negotiate the deposit return accordingly.
- d. Cancellation fees due to weather or an Act of God are determined per event.

**-Rental Policies:**

- a. In the event AT rental items are used without AT's presence: All AT owned rental items must be washed, dried, and properly packaged & returned to AT by agreed upon date. Client is responsible for any AT rental items that are lost or broken at 100% of their value. [REDACTED]
- b. Outsourced Vendor Rentals: Rental cost includes delivery, pick up, tax & damage waiver
- c. Busy Season Clause: AT's busy season ranges from March – June, and September – December. During this time, all final rental requests must be submitted two weeks prior to event date and are not guaranteed until confirmation and partial payment has been remitted. Requests for changes may be submitted, however are not guaranteed. [REDACTED]

**-Consultation & Custom Menu Services:**

- a. Complimentary one-hour consultation and event site evaluation for any Full-Service Event upon deposit. Details of your event after complimentary consultation may be subject to a fee of \$100.00 per hour, and client will be informed prior to execution of this fee.
- b. Should you require a consultation and/or site evaluation prior to deposit, said consultation will be subject to a fee of \$150.00 per hour.
- c. If your event is Pick Up, Delivery, or Delivery & Set Up, any consultation services are subject to the \$100.00 per hour fee.
- d. Tastings: Tastings made by appointment only and fees are dependent upon the menu selected. Upon event confirmation, tasting fee will be deducted from total due.

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- e. Cancellation & Missed Appointments: If you need to cancel your consultation appointment within 24 hours of the set date, you may be subject to a \$50 cancellation fee at the discretion of AT. In the event that a consultation meeting is missed, you may be subject to a \$75 fee at the discretion of AT. [REDACTED]
- f. Consultative Services subject to the consultation rate of \$100 per hour (or \$150 per hour without signed contract) include but are not limited to:
  - a. Creating a mood board or vision for client approval
    - i. Discussions around client's vision in lieu of a mood board, Pinterest board, vision board, etc.
  - b. All décor items outside of stationary displays, unless client makes specific requests, and evaluating various vendor inventories for likeness to client's mood board or vision to include pricing and availability
  - c. Any tableware research from various vendors, to include pricing and availability, outside of requesting standard quotes
    - i. Examples include, but are not limited to: plain white China, generic flatware, universal glassware, etc.
  - d. Any table, linen, and chair research from various vendors, including pricing and availability, outside of client stating exact table sizes and quantities, exact chairs, and exact linen sizes and colors
  - e. Custom Menu Packages & Floorplan Diagrams available and subject to the \$100.00 per hour consultation fee with a signed contract, \$150.00 per hour consultation fee without signed contract
  - f. Any other work that AT deems appropriate to charge the consultative fee will be applicable, and AT will communicate that with approval prior to execution of said work.
    - i. When AT requires client approval, AT will e-mail a revised proposal with the updated work for client to initial prior to the execution of any consultative work. [REDACTED]

Please make checks payable to April's Table, 544 Baltimore Annapolis Blvd. Severna Park, MD 21146.

A handwritten signature in black ink, appearing to read "April Koppenhoefer".

April's Table: \_\_\_\_\_  
April Koppenhoefer, Executive Chef/Owner

Date: 9/15/2022

Client: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for considering April's Table!

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