



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 filo tart shells with brie, 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

\$40 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

LOCAL ▸ CUSTOM ▸ SEASONAL
From Our Table to Yours



Client:
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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 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 will increase

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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 and 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 date. The client's card will not be charged should they choose to make payment via cash or check. Deposit must be made by the confirmation date.
- 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 prefer to pay the gratuity separately via cash, or see fit to include additional gratuity for exceptional service, they are welcome to do so.

-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.

-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:

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- 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. Custom Menu Packages & Floorplan Diagrams available and subject to the \$100.00 per hour consultation fee.
- e. 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.
- f. 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]

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: 5/29/2022

Client: _____

Date: _____

Thank you for considering April's Table!

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