

General Catering Policies

RESERVATIONS

All bookings are taken on a **FIRST-COME, FIRST-SERVED BASIS**. An advance deposit of 25% based on your initial guest count is required to reserve a date and time. Your party will be confirmed upon receipt of your deposit. **FINAL GUEST COUNT IS DUE 72 HOURS PRIOR TO YOUR PARTY**. To ensure the availability of the date for your party, please **MAKE RESERVATIONS AS EARLY AS POSSIBLE**.

PAYMENT

Payment is required either **IN ADVANCE OR UPON DELIVERY** of the food. Cash, personal check (with prior approval), business check, money order, MasterCard and Visa are acceptable forms of payment. **UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE FOR BILLING, ALL PAYMENTS ARE DUE UPON DELIVERY. NO EXCEPTIONS.** A [returned check](#) fee of \$35 (or the maximum allowable by law) will be assessed on all returned checks. Please make all [checks payable](#) to **SCIPIONE CATERING LLC**.

TAX EXEMPT GROUPS

A tax exemption certificate will be required for all groups requesting exemption. A certificate of exemption must be **RECEIVED AND ON FILE AT LEAST TWO WEEKS PRIOR TO THE DATE OF THE EVENT**.

Buffet Catering Policies

MINIMUM ORDER

Buffets 1 through 8 require a minimum of 30 guests, Barbecue Buffets require a minimum of 50 guests, and Party Specials require a minimum of 100 guests.

DELIVERY & SETUP

Prices quoted in this brochure are for **PICKUP ONLY**. Delivery and set-up may be arranged at an additional charge. **ALA CARTE ITEMS ARE FOR PICKUP ONLY**.

RENTAL EQUIPMENT

Chafing Dishes, Cambros and other non-disposable equipment are **OPTIONAL** rental items and are **NOT INCLUDED** in the price of the buffets. Rentals are subject to availability. All equipment delivered and left on-site must be returned the **FOLLOWING DAY** to avoid additional rental charges. Arrangements may be made to pick up rental equipment at your site for an additional charge. Any rental items not returned are charged to the customer for invoice cost plus a 20% collection fee.

WAIT STAFF

Wait staff service is available for **PARTIES OF 100 OR MORE**. The fee is \$18.00 per hour per wait staff member plus an 18% administration fee. Gratuities are at the discretion of the customer and are greatly appreciated. Staff is paid from the time they leave our facility until they return, with a minimum of 4 hours per event.

Picnic Catering Policies

All 3-hour picnic menus on this website are standard menus based on a minimum of 100 adults. The 2-hour picnic menus are based on a minimum of 50 adults (75 on Saturdays). Additional items can be added to any menu and we will gladly create a custom menu for you. Please call for more information.

PRICING

Prices quoted are per person and **DO NOT REFLECT NEW YORK STATE SALES TAX, OR A 18% ADMINISTRATION FEE***. Custom menus are priced according to the food items chosen. **ALL PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.**

SERVING TIMES

The standard serving time is either **TWO (2) OR THREE (3) HOURS** according to the type of picnic chosen. If a longer serving time is needed, we will be pleased to provide a price adjustment. Please call for additional information.

DEPOSIT

A deposit of 25% of the **TOTAL COST OF THE PICNIC** is required at the time of booking. The date and time of your reservation will be confirmed only upon receipt of your deposit. Picnics **WITHOUT** a deposit are **SUBJECT TO CANCELLATION** in the event that a confirmed picnic **WITH** a deposit is scheduled for the same time period.

CHILDREN'S PRICING

Children younger than 3 years-of age: No Charge

Children from 3 to 8 years-of-age: Half-Price

Children 9 years-of-age and older: Adult-Price

GUEST COUNT

An approximate count is requested when you book your picnic. A final count is due **AT LEAST 72 HOURS (3 DAYS)** before your picnic. **PLEASE TRY TO BE AS ACCURATE WITH YOUR COUNT AS POSSIBLE, SINCE WE MUST CHARGE FOR THE COUNT YOU GIVE.** Since we bring more food than you will ever need, if additional unexpected guests arrive, we can accommodate them easily and will adjust your bill to reflect the new count.

*Administration fee includes overhead, [liability insurance](#), sanitation, vehicle expenses, and will not be distributed as gratuities to the [employees](#) who provided service to the guests.