

Catering Agreement

Thanks you for considering Sycamore to cater your event. Our goal is to enhance the experience of each of your guests with fresh, innovative cuisine and superior service. Our chef uses local purveyors when possible, and our catering menu features produce, cheese, meat, and value-added products from Columbia and the surrounding area. We also provide non-alcoholic beverage service and/or a full bar.

We look forward to assisting you in planning your special event.

Off Premise Events

We offer three styles of off premise event service:

- (1) **Drop off** - Your food and beverages will be dropped off at the event location in disposable pans. Sycamore provides complimentary disposable napkins, and utensils. Delivery fee: \$30.
- (2) **Drop off, set up, and return** - Your food and beverage will be dropped off and set up by Sycamore staff for a minimum \$50 fee. Our staff will return at a pre-arranged time to pick up items from the catered event. The fee is contingent on how many guests are to be served at your event.
- (3) **Full service** – Sycamore staff will deliver and set up your food and beverage service, remain to refill trays of food and clear plates, and clean up after event. There is a \$12 an hour service charge per staff member and one server is required for every twenty-five people. If you would like full bar service, bartenders are available for \$12 an hour. For full service, there will also be an 18% gratuity added to food and beverage.

In House Events

Sycamore is available for rental for in house events on on Sundays from 10:00 A.M. till midnight. The room rental fee is \$100 an hour and a food and beverage minimum of \$500 is required. Tax and gratuity do not count toward the food and beverage minimum.

Sycamore seats 100 guests for sit down service and we can accommodate 140 guests for cocktail party service. There is a \$10 an hour charge for each server and bartender required for an in-house catering.

If you would like full bar service, bartenders are available for \$10 and hour.

For full service, there will also be an 18% gratuity added to food and beverage.

Sycamore encourages you to bring decorations for your event but all decorative material must be approved by us first. In the event that decorative material damages the wall or wood surfaces, and damage fee will be applied to your final bill. You will also be responsible for the removal of all materials after your event. Sycamore is not responsible for items left after your event.

Guest Counts

A final guest count is required at least five (5) business days before your event. You will be charged for the final guest count that you report at this time. If your guest count increases, we will do everything possible to accommodate your additional guests. Your invoice will reflect these additional charges.

Deposit

A deposit of 1/3 of the estimated total cost of your event or \$300 (whichever is greater) is required to book your event. We prefer to receive the deposit at least two weeks in advance. If you have scheduled your event with less than two weeks till your event date, the deposit must be received before we will book your event.

Cancellation Policy

A minimum of two weeks notice is required for all cancellations. Cancellations with less than two weeks notice forfeit the deposit. Cancellations made within 72 hours of your event must be paid in full.

This includes inclement weather cancellations. However, in the event of inclement weather, Sycamore will assist in every way possible in re-scheduling your event.

Signature of Sycamore Manager Date Signature of Person
Responsible Date for Event

Thank you for your business!