



Catering Policies – 2014

Payment Information – A deposit of 25% (minimum) of estimated costs is required by Cinders when booking an event. An additional 50% is due 10 days prior to the event. The Balance will be due in the form of cash or check on the day of the function. If a credit card is used for the final payment there will be a 3% processing fee added to the final bill. Any Checks returned for insufficient funds will be subject to a \$50 service charge.

Cancelation Terms – If your event is canceled more than 90 days from the function a full refund minus a 15% administration fee will be refunded. Events canceled between 89 and 60 days of the function will receive a 75% refund minus a 15% administration fee. Events canceled between 59 and 30 days will receive a 50% refund minus a 15% administration fee (Exception any Saturday events canceled will forfeit entire deposit). Events canceled 29 days or less will forfeit entire deposit. Cinders will make every effort to reschedule a canceled date due to weather or health reasons and transfer all deposits to the new date if rescheduling is not possible Cinders will refund deposit minus a 15% administration fee.

Tax Exempt Organizations – In order for Cinders Wood Fire Grill not to charge your event NJ Sales Tax, your group must provide us with a ST4 or ST5 Form with the name of the group & Cinders Wood Fire Grill's name must be typed or hand written in that form in the space provided. **Open Bar is not exempt from sales tax.**

Taxes and Service Charges – All foods, beverages, flowers and rental services are subject to an 20% service charge and a 7% NJ state sales tax.

Final Count Guarantees – The exact number of guests to attend a function must be submitted to the catering department 10 days prior to the event. This number will be the minimum number of guest you will be required to

pay for. Any additions may be added up to 24 hours to the event, at which Cinders will do it's best to accommodate your request. If the projected number of quests on the original banquet event order decreases by more than 20% Cinders reserves the right to either charge a \$250 room fee, relocate your group to an alternate location in the restaurant or charge an additional 15% per person to the contracted price.

Table Arrangements & Floor Plans – Cinders staff will set up the event room with appropriate number of tables for the guaranteed guest count. All tables will be set for no less than 8 guests per table and no more than 10 guest per table in the Wine Cellar Room. Cinders will provide Linens for up to 2 gift table and 1 Cake table if more tables are required a \$25 fee will be assets for each additional table. All seating arrangements must be submitted to the catering department 10 days prior to the event.

Theme Parties and Special Events – Upon request our catering department will be happy to design special menus to meet your specifications as well as budgetary requirements. Please note that all decorations, signs or displays may be used in designated areas determined by Cinders and must comply with local fire & safety regulations. The use of **Confetti, Glitter & Tinsel** is prohibited. In the event they must be used there will be a \$150 cleanup fee added to the final bill.

Special Services – A wide variety of Decorations , Floral arrangements , Entertainment & Audio Visual Equipment can be made available to enhance your event. Please inquire about these services with our catering department

Damages – The customer is responsible for all damages that happen due to the negligence of one or more guests at their function. In the damages. the client will be responsible and billed for damages.