

# Just Catering by Orr

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## General Cost

**Thank you for your interest in Just Catering by Orr. Our company strives to bring you the highest quality not only in our cuisine, but also in our staff and services. Please read over the explanation of charges carefully.**

**Per Person:** This cost will include food, all china, silverware, and glassware. Iced tea and coffee will be \$1.00 per person upon request.

**Delivery:** There is a \$30.00 delivery fee billed to every event.

**Server/Bartender:** Lead Servers are \$30.00 per hour, Servers are \$25.00 per hour, and Bartenders are \$25.00 per hour. The minimum is 4 hours.

**Rentals:** Tables, linens, chairs, and any specialty items are billed to Just Catering for all rentals. Orr will place the order, have it delivered (Rental Co. charges \$35.00 delivery charge on ALL deliveries) and return and rental items. We do not charge for this service. All rentals are billed at cost to all of our clients. We recommend Party Pro Rents at 6820 E. 41<sup>st</sup> St. (918-622-8102)

**Alcohol:** We ask that our clients purchase their alcohol through Ranch Acres Wine & Spirits (918-747-1171). Call and place your label order with your credit card. Just Catering will pick up your alcohol, and *if* you have any returnable alcohol, Just Catering will return it and at that time. Ranch Acres will then credit your credit card. The charge for this service will be \$50.00. Alcohol service fee will be \$1.50 per person for mixers/fruit.

**Event Coordinating:** Our professional Event Planner will work with you from start to finish for your event on an hourly base of \$25.00 per hour.

**Day of Concierge Service:** Event concierge service will be provided for all your needs including supervising set-ups, coordinating all vendors, and all personal event needs.

**Tax:** Tax is 8.517%. If tax-exempt status applies to you, please notify us by presenting a copy of your tax-exempt letter.

**Deposit:** Once you have made the decision for Just Catering to cater your event, a \$200.00 deposit is required to secure your event date. Following the event, any additional server hours will be deducted and difference sent by mail.

**Final Payment:** Final payment is due 48 hours prior to event date. Please advise us of your method of payment. We accept Check or Credit card (there will be a 3.5% convenience charge on your credit card.) Additional billing may be required for any damaged rental items or additional hours.

**\*Orr will oversee all details of the event, but may not always be present at the event. Just Catering management staff is well trained in carrying out Orr's specifications for each event. Someone from our staff will be in contact throughout the event and will be accessible for any concerns throughout the event. We look forward to making your event memorable.**