

## Making Arrangements

The most important decisions for you to consider regarding the catering services for events are:

- **Dates, location & timing**
- **Approximate guest counts**
- **Budget Parameters**

### Who to Contact

For event and catering arrangements please contact the SAVOR... Catering Manager, Shanna Krajcir at (909) 937-3061.

### Payments, Deposits and Contracts

The Food & Beverage minimum listed in your License Agreement OR listed on your Confirmed Banquet Event Order must be paid in full **30** days prior to arrival with the final guarantee and any additional charges are due three (3) business days prior to arrival. **Savor Catering does not invoice or extend credit as such your order will be processed upon receipt of deposit, SIGNED estimated Banquet Event Order and Banquet Check.**



### Guarantees

A final guaranteed attendance figure must be communicated to the Catering Department three working days prior to your event. This figure is the number of guests for which you guarantee to pay and is not subject to reduction. We will prepare 3% over your guaranteed attendance (guarantee up to 300) in vegetarian meals and 2% over (from 300-1000) in vegetarian meals. Services with fewer than the required number of guests may incur a higher cost per unit and/or and additional service charge. Once minimums are stated, they cannot be reduced.

You may finalize your account by company check, cashier's check, Visa, MasterCard, American Express or cash. The Catering Sales Department will process/pre-approve your credit card for any estimated balance due 3 business days prior to your function date. Any on-site adjustments, additions or replenishments of the contracted catering services will be reflected in a final invoice, payable upon conclusion of the event.

### Event Planning Timeline

There are some important decisions for you to consider regarding the catering and execution of your events. Your Catering Sales Manager is ready to assist you in making these decisions. The timeline below will help you in creating the environment and presentation needed for a successful event.

- 45 days prior to your event we request an initial order.
- 30 days prior to your event we require the signed Banquet Event Order and Banquet Check along with the final payment based on the Food & Beverage minimum listed in your License Agreement or the Estimated Attendance, whichever is greater.

- 3 business days prior to your event the final guest count and payment in full for the contracted amount is due.

### **Service Charge and Sales Tax**

A 22% Service Charge and 8.75% sales tax will be applied to all food, beverage and additional services. Please note that the Service Charge is taxable (California State Board of Equalization Regulation #1603) All prices subject to change.

### **Bar Service**

A labor fee of \$100 will be charged for each hosted or cash bar. Recommended bar ratios are 1 per every 200 guests.

### **Minimums**

Services with fewer than the required number of guests may incur a higher cost per unit and/or an additional labor charge.

### **Outside Food & Beverage**

Savor... Catering is the sole provider of food and beverage at the Ontario Convention Center. Patrons or attendees may not bring food or beverage of any kind into the facility to any event.

### **Additional Catering Arrangements**

Our Catering department will be happy to arrange for flowers, entertainment, ice carvings, as well as custom linens, theme props and décor. From a small intimate dinner in one of our banquet rooms to a gala event in our ballroom, our catering department will be happy to discuss all of the options available.

### **Vegetarian Meals**

We ask that three full working days prior to your event an anticipated vegetarian guest count be given with your guarantee. Vegetarian meals will be charged at the same price as the selected menu. We traditionally prepare 3% of your guaranteed guest count for vegetarians unless otherwise notified.

### **Gratuities**

In keeping with SAVOR... policies, salaried staff may not accept gratuities.

