

## Blackwater Creek Catering



Greetings,

Blackwater Creek Catering offers the foremost in quality and experience and affordability in on-site and off banqueting. We can accommodate anywhere between 50 to 200 people and can cater to any group's needs.

Please find enclosed the 2018 Packages with our catering options for wedding, corporate and social events.

The Season is fast approaching... contact the sales department to speak with a qualified professional who can offer valued assistance in planning your upcoming event!

We look forward to your call.

Warm Regards,

Chef Darin X. Lee FMP, ( Owner , Operator)

[www.iloveblackwatercreek.com](http://www.iloveblackwatercreek.com)

434-953-5672

*Everything, anytime you need it.*

## **Our ethos on Planning**

When planning an elaborate event that involves entertaining a group of guests, providing your guests with full service catering is an excellent option. Full service catering not only ensures a professional handles every aspect of your meal for you, but also that your guests receive the utmost in delicious food, service, and personal attention. We cover many aspects to achieve providing food for guests, keeping in mind individual needs and preferences, any potential food allergies, and which types of foods are appropriate for your specific event acknowledging every aspect of your meal to ensure your guests have the most enjoyable experience possible at your event.

## **Blackwater Creek Catering Handles Everything for You**

As a caterer, we handle the most important aspects of service. Blackwater Creek Catering handles every aspect of your meal for you so you do not have to worry about anything. This typically includes everything from preparing the food and setting up the dining area before the meal to serving the food and cleaning everything up after your event. In addition we offer options on tables, chairs, tablecloths, silverware, glassware, napkins, and anything else you may need to make your event a success.

## **Menu engineering**

In addition to handling every aspect of your meal, we also help you select a wide variety of menu options for your guests to ensure specific needs and preferences are met. This involves selecting popular foods your types of guests are likely to enjoy and adjusting the menu to accommodate any food allergies your guests may have. Depending on how formal or informal your event is, we can offer you a single- or multi-course meal options.

## Q & A Facts about our services

**Q:** When does The Blackwater Creek Catering Company need my final guest count? Can I adjust my count the day before the event?

**A:** Guaranteed guest counts are required three business days before your event. You may increase your counts up to two days prior to the event: however we cannot accept decreases in guest counts after fourteen business days prior to your event.

**Q:** How can I be assured that my event will get the necessary attention it deserves if you have several parties on that same day?

**A:**The Catering Company limits the number of special events that we will cater on any one day to preserve the high quality service we deliver to our clients. This unique policy ensures that your event receives the ultimate degree of quality and service necessary.

**Q:** Will you assist with the coordination of additional services I may need for my special event, like flowers, equipment rentals, décor, etc?

**A:** We believe a full service catering company should lend its full expertise, experience, and energy to the process of guiding a client through the millions of little decisions leading up to an event. That means we can take care of all the details, leaving you free to enjoying your event. We are dedicated to providing unparalleled service, starting with your initial contact and continuing until the departure of your very last guest.

**Q:** Why select Blackwater Creek Catering Company over another "caterer"?

**A:** We don't just provide food we provide a complete catering experience. Serving businesses, organizations, and individuals who seek expert consultation, best in class catered cuisine, and impeccable service. Compared to other catering companies, The Blackwater Creek Catering Company delivers precision service, inventive solutions, and creative cuisine that assures clients peace of mind and guarantee the event will be memorable. We will exceed your expectations and take care of the details – so you can relax and take care of your guests.

**Q:** I have guests with special dietary needs. Can you accommodate them?

**A:** We are happy to suggest alternative menu selections for your guests with dietary concerns. Just let us know well in advance so we can plan something delectable!

**Q:** We talked about food for my event as well as linens, tables, etc. How do I know what my estimated event cost will be?

**A:**Blackwater Creek Catering Company prepares an "**All inclusive price**" custom quote which details food, rentals, staffing and any other charges that would apply to your event.

**Q:** What level of food and service does The Catering Company provide?

**A:** Blackwater Creek Catering Company provides services for a variety of events such as; Drop off/Pick Up, Drop off with Setup, Limited Seating/Standup Cocktail Reception, Buffet Receptions, Attended Stations, Plated Dinners, or Large, Corporate or Fundraising Events.

**Q:** What does being a full-service, off-premise caterer mean?

**A:** As a full-service, off-premise caterer, we create seasonal customizable menus appropriate to our clients taste preferences, budget demands and theme consideration. Our "sample menus" are only an initial indication of our repertoire. Off premise catering is essentially building a restaurant in one day and tearing it down again. Linens, China, Flatware, Glassware, Lighting, and Décor, we offer a wide range of options to choose from to transform your site. The benefit to the client is a unique event experience, one that can be customized to their taste in foods, décor, and location.

**Q:** What is the process for planning an event?

**A:** After your initial contact with our office, you will be sent general catering information and sample menus appropriate for your type of event. The Catering Company will give you time to review the information, and then you will be sent a menu proposal and you can arrange for an appointment to meet or speak with you over the phone. We will then guide you through the planning process, culminating in a custom proposal for your event.

**Q:** What beverage services do you provide?

**A:** Full bar services can be provided for parties small and large. We can recommend how much liquor to purchase for any given event, should the client chose to purchase their own alcohol solely at their discretion. The Catering Company can store and transport client supplied alcohol in its vehicles and to the premises.

**Q:** What can I expect to see in your proposal?

**A:** Our event proposals itemize " **All inclusive** " cost estimates per person for food and beverage in addition to cost estimates, on rentals, linens, etc. Changes in the final guest count as calculated on our proposal may affect stated cost estimates.

**Q:** When do I need to reserve a date on your calendar?

**A:** As soon as you have a specific date in mind, contact us to reserve that date on our calendar. Some events are booked a year in advance!

**Q:** I would like to have an event with a specific theme. Do you supply decorations and other items to suit the theme I have in mind?

**A:** Blackwater Creek Catering Company can coordinate all aspects of your party to suit a particular theme you have in mind. Our approach is all-inclusive. From a customized menu to style of food presentations, from table settings, (chair, linen, china, serving pieces, etc.) to site development (enclosures, props, walkways, lighting, plants, etc.) our design team can surpass your wildest dreams! From the smallest aspect of your vision to large-scale props and dramatic visual effects, we direct all of our efforts to your wishes in creating and staging a truly unforgettable event.

Blackwater Creek Catering

Client/ Caterer Contract

This is a catering agreement executed this { } day of { }, { },

BETWEEN

**Name:**

**Address:**

{known for the purposes of this Agreement as "Client,"}

AND

**Company Name:** Darin Lee dba/ Balckwater Creek Catering

**Address:** 405 Crenshaw st

Bedford Va 24523

{known for the purposes of this Agreement as "Caterer."}

Client and Caterer agree to the following:

**Services**

Caterer agrees to provide services to the Client for { }, known as the "Event," taking place on { }.

For this Event, Caterer agrees to provide the following: {detailed description of what caterer will provide, such as food ( )}.etc

Client agrees to provide the following: {anything else necessary for the Event that will be the responsibility of the Client, not of the Caterer}.

**Deposit** ( refer to invoice )

Client is required to pay a deposit in the amount of { \$ } upon signing this Agreement.

Leaving a Balance of ( \$ )

**Payment** ( refer to invoice )

For the above services, Client will pay Caterer a total of {as agreed upon on invoice }.This can be a set price for a certain menu, assuming a certain number of guests, or it can be a price per guest attending the event, or any other deal Client and Caterer agree to.

Client may request additional services, with the knowledge that these services will add to the total cost agreed upon by this contract, and must be agreed to in writing, either as an addendum to this Agreement/ invoice or in a separate document.

The balance on the total cost for the Event is due{at the end of Event, once all property has been returned to Client and/or Caterer, within 24hrs of the Event, etc.}.

**Guests**

Client agrees to provide Caterer with the total number of guests no later than {seven } days before Event.

Client agrees to break down the guest list into adults and children, and include any food allergies or special dietary requests, if applicable.

**Menu**

Client will {provide his/her own menu,or choose from Caterer's available options, etc.}.

Menu must be confirmed by {seven days prior to date of event },

Menu will be fixed, and no changes may be made, { 48 hours before event.}.

**Cancellation Policy** { see attached policy}

**Arbitration**

Should either party failure to provide or breach this Agreement in any way, the offending party will be liable for any damages.

Both parties agree to seek a third-party mediator or arbitrator for any disputes that arise as a result of this Agreement.

**Jurisdiction**

This Agreement falls under the jurisdiction of the state of {Va }, and is therefore subject to all of {Va } laws and regulations.

Signed:

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Client Name  
Signature

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Client

Date:

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Caterer Name  
Signature

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Caterer

Date: