

Catering Services and Contract

Food

Our catering philosophy at Memory Lane is "simple and delicious." For that reason, food is priced per guest and includes clear heavy grade disposables and napkins necessary for that menu unless otherwise stated. Prices include garnished serving trays and/or necessary chafers. We will also use the customer's pieces provided they are dropped off three days prior to the event. Flatware, china, glassware and linens napkins are available for an additional charge per guest.

Service

Memory Lane provides uniformed and trained servers to set up, serve, and clean up the event. All servers are dressed in black & white for formal functions and khakis with white polo shirts for more casual events.

The service charge ranges from 20%-30% for the food and beverage cost depending on the style of service. A buffet using disposable goods would be a lower percentage and would go up to cover more formal styles such as seated affairs or a stations menu requiring additional servers to carve, sauté, etc.

Bar

As Memory Lane Catering & Cakes is not licensed to sell alcohol, the customer must provide all alcoholic beverages. Memory Lane can then provide everything else needed to outfit the Bar, including the service of the alcoholic beverages.

We have two types of bar set ups: "Beer & Wine" and "Full Bar"

The cost of the bar set up to serve Beer & Wine is \$3.50 per guest. The bartender is \$30/hour and we recommend 1 bartender for up to 75 guests. This set up includes:

Coke	Bar tools for opening Beer & Wine
Diet Coke	Galvanized Tubs lined with white linens for icing Beer & Wine
Sprite	Cocktail nuts
Wine Glasses	Ice
Beer Pilsners	Cocktail napkins

The cost for a full bar is \$4.50 per guest and the bartender is \$30/hour. We recommend 1 bartender for up to 75 guests. This set up includes:

Coke	Lemons	Wine Glasses	Beer Pilsners
Diet Coke	Limes	Stirrers	Double Old Fashion glasses
Sprite	Tonic	Orange Juice	Cocktail Nuts
Ginger Ale	Club Soda	Ice	Cocktail Napkins
Cranberry Juice	Bar tools for opening Beer & Wine		
Galvanized Tubs lined with white linens for icing Beer & Wine			

Memory Lane
CATERING & CAKES

Sina F. Lane

120 Mill Creek Road

Lions, GA 30436

912-585-2561

memorylanecateringandcakes@gmail.com

For an additional charge, Memory Lane can upgrade any bar to include:

Champagne Toast Set-up to include Champagne flutes and service
Martini Set-up to include glasses, olives, olive juice, onions and shakers
Margarita Set-up to include margarita glasses, salt & mix

Additional bar NOTES:

*Memory Lane will set up 1 Bar for up to 150 guests. Depending on the venue a second bar can be added for larger events.

*Memory Lane requests that beer selections be limited to 2-3 choices and wine selections limited to one type of red, white and blush. This request is to help facilitate the proper chilling and timely service at the bar.

Flowers, Entertainment, Photographers, Coordinators

Memory Lane is a full service catering company and can assist with any and all details in order to round out the "Party Experience." Our Preferred Vendor list will put you in direct contact with décor and entertainment professionals with whom we have had a successful relationship and who have provided high quality services and are fair and reliable. They along with our Event Coordinator will work together to enhance the theme or ambiance and to minimize worry or additional details related to your event. Market prices will apply.

Rentals

Memory Lane Catering can provide any size, shape, color, and material of any rented item available on the market. For this reason, we ask that Memory Lane handle the customer's rental needs to provide tables, chairs, staging, etc. All prices include set up and break down of all rental items booked through our company. In the event any rented goods are damaged, whether due to actions of the customer or their guests, the customer will be financially responsible for the replacement.

Rental items not booked through Memory Lane will be the customer's responsibility to set up, break down and return to the appropriate companies. Memory Lane will not be held responsible for any equipment independently rented by the customer.

Linens

Table linens are for rental only. In the event that any of the linens are damaged, whether due to actions of customers or guests, the customer will be responsible for replacement costs. Prices vary depending on the type of linen. We request that all adjustments to linen orders be made 14 working days prior to an event.



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Leftover Policy

If the head count is accurate, there is no legal obligation to distribute leftovers. If there are fewer guests than the headcount, the customer will receive the amount of food that was brought for the guaranteed headcount. There are no leftovers for a seated event if the headcount is accurate.

There are Health Department and insurance guidelines regarding food storage and temperatures that prevent us from giving customers most food that has been on a buffet at room temperature during the event. In addition, regulations allow us to package only what can be consumed within a 2 day period.

Headcount & Pricing

The final count is due 7 business days prior to the event. The headcount serves as the guarantee amount for the party. Following the final count, the number may be increased but may not be decreased.

Prices on menus are based on the initial headcount. All of our menu's priced outlines reflect a minimum of 50 guests (we are happy to cater parties less than 50 guests; however, the pricing will be adjusted to reflect a lower headcount). If the guaranteed headcount drops below 25% of this number, Memory Lane reserves the right to adjust the price accordingly. It is our custom to prepare 10% extra to allow for unexpected guests and/or hearty eaters. The customer agrees that they will pay additional, at the agreed per guest price, for any guests over the guaranteed number. There are no refunds or discounts if the headcount is not met.

Payment

If you choose Memory Lane for your event, a non-refundable deposit of 1/3 of the estimated total must be received to reserve the date. The final balance is due 10 days prior to the event. Memory Lane accepts checks or credit/debit cards for payment. If using a credit/debit card for payment a 3% convenience fee is added to the event total.

For last minute events the deposit schedule may change to include a 50% deposit with the final 50% due on the day of the event.



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Signed:

Client: _____ Date: _____

Memory Lane Representative: _____

Enclosed is a deposit of \$ _____, based on the estimated total amount of

\$ _____ for the said date _____.

Thanks for giving us the opportunity to cater your special occasion!