



Dear Valued Customer,

Thank you for considering The Market Basket for your catering needs. Listed below are some catering policies you should be aware of before placing your order. Your menu, rentals, and wait staff should be placed *at least* two weeks prior to the event, and final headcounts given one week prior to the event. If you have any questions, please do not hesitate to call.

DELIVERY

Delivery, early morning delivery and equipment pick-up charges may apply to your order. Ask the Catering Department about the additional charges specific to your order.

SERVICE STAFF (Wait Staff, Bartenders, Chefs, Grillers, Dishwashers)

For the current service staff rate, please call a Market Basket catering consultant. Each staff person is guaranteed a minimum of 5 hours. The total hours are based on each staff person's travel time, set-up time, serving time, and clean-up time. Additional charges may be applied for holiday rates and on-site consulting.

CANCELLATION POLICY This does include poor weather conditions.

- 48 full hours is required to cancel your party without penalty.
- Less than 48 hours notice... You will be charged the minimum of 5 hours for each service person (wait staff, bartenders, grillers), the total bill for any rentals you may have and 50% of your food total.
- Less than 24 hours notice... You will be charged the minimum of 5 hours for each service person (wait staff, bartenders, grillers), and the total rental bill and food bill.

PAYMENT POLICY

A deposit is required on all catering orders. Final payment is due upon receipt of the catering invoice. Payment may be made by personal check or credit card. (Visa, Master Card, American Express, Discovery)

RENTALS

As a courtesy, The Market Basket orders tables, chairs, linens, tents (etc...) through an outside rental company at no extra charge. Separate delivery charges and restrictions may apply.

Thank You

Market Basket
Catering Staff