



P.O. Box 614  
Laurel, N.Y. 11948  
Phone: (631) 722-3537  
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#### Cost Outline 2023/2024

Congratulations!

Per your request I have outlined below the costs associated with the off-premise catering services provided by Christopher Michael for your wedding reception off site.

French or Family Style service includes your choice of seven passed hors d'oeuvres, plated and served salad, and a choice of three entrees and two accompaniments served to your guest's French style. Dessert includes fresh fruit, coffee and assorted teas. The cost of French style service begins at \$150 per person all-inclusive.

Duo Plated service includes your choice of seven passed hors d'oeuvres, plated and served salad, and a choice of two proteins and two accompaniments served to your guests plated. Dessert includes fresh fruit, coffee and assorted teas. The cost of plated service is \$150 per person all-inclusive.

A Cocktail Reception service includes seven passed hors d'oeuvres, three food stations, dessert, that includes fresh fruit, coffee and assorted teas. The cost of a cocktail reception service is \$160 per person all-inclusive.

A final per person cost will be determined once you have made your menu selections. All prices include 8.625% NYS Sales Tax. A complete selection of menu items, and optional services, are available for your viewing [www.christophemichaelcatering.com](http://www.christophemichaelcatering.com). The cost of children under the age of 12 will be \$50. Wedding vendors, such as band members, photographers, DJs and catering coordinators, will be billed at \$30 per vendor.

Your servers will be provided as part of your all-inclusive price. For French style service you will require 1 server per 13 guests. For Duo Plated service you will require 1 server per 13 guests. For Cocktail Reception you will require 1 server per 10 guests. Your servers' gratuity (service charge) is included as part of your all-inclusive price. At Christopher Michael Caterers, we strive to provide exceptional service for your special event. Should you find our service exceeds expectation, recognition in the form of a bonus is always appreciated by our on-site staff.

Every event is staffed with a Maitre D' and an assistant. They are there to coordinate with the band/D.J., photographer and venue manager to ensure that your reception runs smoothly. The cost for your Maitre D' is \$150 and for your assistant is \$75.

Our Preferred Beverage Package will be provided as part of your all-inclusive price. Please see the attached outline for a full-list of beverages offered. If your event is held at a winery venue, the vineyard will provide the wine and you will be billed directly by the vineyard. We recommend that one bartender per 100 guests be provided. Your bartenders will be provided as part of your all-inclusive price. A temporary liquor license will be secured for your reception and is included in the per person cost.

These charges are for a five hour party. The reception can be extended at an additional cost per hour which will be computed once we have been provided a menu and guest count.

A basic rentals package including all kitchen equipment, china, glassware, utensils, tables, chairs, cloths and napkins, will be provided as part of your all-inclusive price. Rental upgrades and additions will increase this per person rental cost. In the event of inclement weather, a cook's tent will be provided by you.

When comparing our costs to other caterers, please make sure that their quote includes sales tax and gratuity.

A deposit of \$2,500 and a signed copy of your contract and credit card authorization is required to reserve the date of the event. A credit card number is required to keep on file for day of incidentals regardless of payment method. Credit cards will be accepted only for initial deposit of \$2,500. Patrons agree to make final payments by bank or certified check or by cash. We will require a 50% deposit based on your estimated guest count four months prior to the event. Your final guest count and remaining balance must be received by our office no later than 1 month prior to the event. After this date we can no longer reduce your final guest count but can always add on additional guests

Should you wish to book your wedding with us, please sign and return all pages of this cost outline and attached contract.

Should you have any questions or require additional information, please do not hesitate to contact me at (631) 722-3537 or on my cell at (631) 834-6691. Please feel free to visit our catering showroom located at the Jamesport Manor Inn, 370 Manor Lane, Jamesport. I look forward to working with you on this very important occasion.

Sincerely,  
Christopher Michael

Matthew P. Kar  
Chef/Owner

## **Contract -Additional Information**

### **CANCELLATION POLICY**

In the event customer cancel the function, Christopher Michael will make diligent efforts to rebook the date for a "comparable function".

In the event Christopher Michael is able to rebook the date, customer will be refunded all deposits and advances payments less a cancellation fee of \$300.

If Christopher Michael is unable to rebook the date a cancellation fee of \$5,000 will be incurred.

If the cancellation fee exceeds the deposits/advanced payments on deposit with Christopher Michael, customer agrees to remit the balance owed to Christopher Michael within 10 days of customer's receipt of an invoice therefore. If the cancellation fee is less than the deposits or advance payments, Christopher Michael shall refund such surplus to customer: (i) within 30 days of rebooking; (ii) within 30 days from the original event date, or (iii) within 10 days of customer's written notice waiving the rebooking period, whichever is earlier.

### **RESCHEDULE POLICY**

In the event customer reschedules the function for a future date, Christopher Michael will make diligent efforts to rebook the date for a "comparable function".

In the event Christopher Michael is able to rebook the date, customer will be refunded all deposits and advances payments less a cancellation fee of \$300.

If Christopher Michael is unable to rebook the original date a cancellation fee of \$5,000 will be incurred.

If the cancellation fee exceeds the deposits/advanced payments on deposit with Christopher Michael, customer agrees to remit the balance owed to Christopher Michael within 10 days of customer's receipt of an invoice therefore. If the cancellation fee is less than the deposits or advance payments, Christopher Michael shall refund such surplus to customer: (i) within 30 days of rebooking; (ii) within 30 days from the original event date, or (iii) within 10 days of customer's written notice waiving the rebooking period, whichever is earlier.

### **FINAL PAYMENT**

Final payment is due no later than 1 month prior to function.

For wedding, final payment shall be based upon final floor seating plan for guests, including Bride, Groom and Vendors.

### **PAYMENT METHODS**

Credit cards will be accepted only for the initial \$2,500 deposit. Customer agrees to make final payment by a bank or certified check or by cash. Checks should be made payable to Christopher Michael.

### **FINAL GUEST COUNT**

Customer will furnish the final guest count not later than 1 month prior to function. While we can accommodate and bill for additional guests after this deadline we cannot decrease the final guest count at this point.

### **SERVICE FEE AND APPLICABLE TAXES**

A 20% Service Fee and applicable NYS sales tax is included in your all-inclusive price. The service fee is used to cover the staff's gratuity. There will be an additional \$150 charge for your Maitre D' and \$75 for the assistant.

I have read, understand, and agree to all terms of this contact.

Date of Event:

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Location of Event:

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Customer Name:

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Customer Signature:

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Date:

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Estimated Guest Count:

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Original Date of Event (if rescheduling):

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## Credit Card Payment Authorization

Sign and complete this form to authorize us to make a one-time charge to your Credit Card listed below.

By signing this form, you give us permission to debit your account for any outstanding balance on your account that remains after making your final payment (day of incidentals, additional guests etc)

I hereby authorize Jamesport Manor Inn/Christopher Michael Catering to charge my credit card as listed above.

### **Billing Details**

Billing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Email: \_\_\_\_\_

### **Credit Card Information**

Please Circle

Visa   MasterCard   Amex

Cardholder's Name: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Security Code: \_\_\_\_\_

Cardholder's Signature & Date \_\_\_\_\_