

# AT THE END OF THE DAY, #EVERYBODYGOTTAEAT!



## **TBGC! SERVICES:**

- Buffet,
- Family Style
- Plated
- Bar and beverage services

## **EVENT PLANNING**

- Each event inquiry will be assigned a TBGC! Catering Coordinator
- Our Catering Coordinators are responsible for;
  - Menu Production
  - Catering Logistics
  - Staffing (**for food service only**)
  - Rentals
  - Day-of Execution
- **For any extensive event planning services additional fees may apply.**

## **CONFIRMATION & DEPOSIT:**

- 50% of the food & beverage invoice, is required to confirm your date. (Deposit)
- The deposit payment confirms your event
- An event is not confirmed until we receive your deposit
- Prior to the receipt of your deposit, your date is subject to booking
- Remaining balance is due on the date of your event, prior to service
- Post-event adjustments? TBGC! will send an updated invoice following your event.
- Post-event balance is due within 3 days upon receipt of your final invoice.
- **Payments outside of the 3 days, late fees may apply.**

## **PAYMENTS**

*That Brown Girl Cooks! accepts*

- Check
- ACH
- Zelle
- Mastercard, Visa, Discover & American Express

## **CANCELLATIONS:**

- In the event of a cancellation, TBGC! holds 25% of your total invoice as a cancellation fee
- Cancellations within 7 business days of event, your deposit is no longer refundable
- Cancellations within 72 hours of event, incur a fee for; food, service, and rental restocking
- In the event of a cancellation outside of 7 business days; deposits may be applied to another event as a credit
- The reapplication of event credit must be applied within a year from the confirmed event date

## **ADJUSTMENTS:**

- Once an event is confirmed (deposit is paid), the person count minimum is set!
- You may increase your person count; 7 business days prior to your event.
- If changes to the menu are needed, requests must be made 7 business days prior to the event.
- No menu changes can be made within 7 business days of the event.

## **STAFFING: SERVERS, BARTENDERS AND MORE!**

- Staffing times are estimated and are subject to change
- Final Staffing bill will be reflected in the final invoice
- Post-event may reflect an increase in your total invoice
- Additional staffing needs to be requested 7 days before your event.

## **BEVERAGE PROGRAM:**

- TBGC! Features a specialty beverage service curated by: Brown Liquor Cocktail Co.
- We can offer a standard menu, or we can have our experts craft a specialty menu.
- Beverage totals are estimated; the final invoice is based on consumption.
- Your 50% establishes your beverage minimum

## **PRODUCTION FEE (22%):**

Each catering event takes a considerable amount of coordination, planning, and management to ensure your event's success. Our service staff operates on the front lines catering to your needs. Our administrative and kitchen staff sets the foundation for a smooth & and well-maintained event. It includes our travel time, gas, propane, all the onsite service including setting up chafing units, serving ware, buffet table linens, etc., clean up, and all the equipment needed to successfully cater your event. Staffing is a big part of the event production as well.

**Additional fees may apply for Event Production.**

## **GRATUITY**

Automatic gratuity is not included in our catering proposals unless requested. If you would like to tip the service staff, you may do so upon signing of your catering agreement, at the event, or afterward at your sole discretion. If you do choose to include a gratuity in advance, please indicate the dollar amount or percentage of subtotal with your Event Coordinator.



# SERVICE STYLES

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CORPORATE | NON-PROFIT | CIVIC  
ORGANIZATIONS | WEDDINGS |  
RECEPTIONS | PERSONAL EVENTS

## SERVICES

### Full-Service Catering

Buffet sit-down, family style, passed appetizers, and onsite Chef

### Cocktail, Beer & Wine Catering

### Boxed/ Packaged Meals

### Catered Buffet (Self-served or Assisted)

## SPECIALTY SERVICES

### Cooking Classes

Please inquire for pricing | [catering@thatbrowngirlcooks.com](mailto:catering@thatbrowngirlcooks.com)







That Brown Girl Cooks! Is committed to providing an exceptional experience. Our kitchen team "throws down" meaning the food is sure to impress. Our planning team will work with you to curate the details that fits your event vision.



Our event staff will work to ensure that you & your guests feel well taken care of. We will bring over 20 years of experience, and a whole lot of love to your next event!





TBGC! provides catering services for all of your event needs; full service, drop off, and delivery services. We will assist in the planning of your event from the beginning to end. We provide quality service, with a flavor that will make your event stand out.



*That BROWN Girl*  
**COOKS!**  
SEATTLE

