





# Edmonton Law Courts catering Policy



after hours, evening and special event catering available as well. please call us to discuss your catering needs

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# **OVERVIEW**

## **Ordering Guidelines**

## **Ordering Lead Time**

Please place your order at least two working days prior to your catered event. We will make every effort to accommodate last minute requests, but this lead time is necessary to ensure that fresh ingredients and adequate staff are available. Orders must be confirmed the day before the scheduled event.

#### **Cancellations**

We realize that emergency cancellations do occur and we'll do our best to avoid any cancellation charges. Please provide at least 24 hours notice of cancellation. Charges will apply for same day cancellations.

#### Hours

Prices quoted are for services during our normal business hours of **{7am-4pm}**. Arrangements can also be made for catering after hours.

#### **Pricing**

Unless otherwise specified, all catering orders have a **minimum of 10 guests**. Orders are served on china or reusable catering platters. Linens, flowers, decorations, wait staff and other custom services are also available at an additional charge, which will be quoted separately. Any unreturned catering equipment will be billed to the requesting party at full cost.

# Billing

All catering orders will be billed and require payment within 30 business days. Credit card orders will be processed on the day of the event but will be preauthorized once an order is placed.

# Clean up

Delivery and clean up charges are included in the pricing for orders delivered within our building.

details