



Authentic food, handmade—The Rico Way

## PLANNING YOUR EVENT

### Catered Meals for Delivery, Set-up & Other Catering Services

Rico can provide Catering Services which include Heated Chafing Dishes, Delivery, Set-up, Pick-up of Equipment, Service of Food and/or other services necessary to create the dining experience you desire.

Our minimum requirements for Delivery and/or Catering Equipment are as follows:

- Minimum Food Order of \$ 200.00 for Lunch and \$ 300.00 for Dinner Monday - Thursday, \$ 400.00 for Breakfast, Friday Dinner and Saturday Caterings
- Minimum Food Order of \$ 1,000.00 for Sunday & Holiday Caterings
- Minimum of 25 meals for heated chafing dishes, serving utensils and other catering equipment
- Chafers can be requested for a minimum additional costs of \$ 25.00 depending on equipment needs
- 72 Hours advanced notice to ensure availability of food items and staff for deliveries
- 72 Hours advanced guarantee of MINIMUM MEAL NUMBERS
- Should changes be made within 72 hours of an event (additional meals/services), a minimum charge of \$ 25.00 will be incurred plus per person food costs. Charges are determined by the menu, magnitude of change, and additional time/effort necessary to accommodate customer's request. If your menu includes specialty items, we will do our best to substitute available items to meet the needs of your event
- 1 Week notice for detailed menus and/or for specialty items (appetizers, seafood, etc...)
- Should you need meals within 24-48 hours notice, we will do our best to accommodate you with our more popular meal items.
- Please contact our Catering Coordinator at 463-6390 as soon as you know the date of your event in order to secure your date and to ensure availability of staff. We request a menu be chosen two weeks prior to your event.

### Catering Coordination - Event Planning Services

To make planning your next catered event easier, please feel free to ask our catering coordinator to create menus within a specific per person budget and/or an overall budget. Please provide our Coordinator with the following information to make planning your next event as easy as possible:

- Date - Day of the Week - Time of Day of Event
- Location of Event: Please be aware of your location's rules & requirements for the caterers in order to receive an accurate account of the services necessary (set-up and/or take down of tables & chairs, clean-up of facility, trash removal, etc..)
- Length of Event: Open House, Lunch Meeting, Event w/Social Hour, Dinner & Dessert, etc...
- Types of Items Desired: Main Meal, Appetizers, Desserts, Bartending Services, Wedding Cake, etc...
- Services: Pick-up, Delivery & Set-up, Servers, Equipment Rental, China Rental, etc...
- Types of Eaters/Guests: Light to Heavy Eaters, Basic/Refined/Adventuresome Eaters, Vegetarians/Vegans
- Budget: Low, Medium, High-End, looking for something unique/different

With this in mind, our Coordinator will create menus within your budget to meet and/or exceed your expectations for your next event.



Authentic food, handmade—The Rico Way

## BUDGETARY CONSIDERATIONS & CATERING POLICIES

All prices are on a “per meal” basis. All meals are subject to sales tax unless your organization is tax exempt.

### Number of guests to plan for

As the party planner, we ask that you take into consideration several factors when deciding how many guests to order food for your event. When possible, please ask for RSVPs as well as if your guests have special dietary needs (vegan, vegetarian, food allergies, etc.). When sending out invitations, please make a note as to how many people your invitations represent (2/household, 3/household, etc.). Also consider the time of day, how long the party will last, and what type of eaters will be coming. As the caterer, we will do our best to serve the amount of meals (not people) you expect to serve. However, we suggest adding at least 10% more meals to the number of confirmed guests to account for guests with hearty appetites, guests who do not RSVP, and the host’s ability or non-ability to provide portion control.

### Delivery & equipment rental

The following describes the MINIMUM FEES for delivery, set-up and equipment pick-up. Fees are based on the number of guests, amount of equipment, services needed, location, date and time of your event. Additional service fees may also be incurred depending on the nature, set-up and/or breakdown requirements of the catered event.

**Monday - Saturday Breakfast Delivery:** \$ 40.00 in Disposables \$ 60.00 w/Catering Equip  
*(minimum \$ 400.00 food order for delivery)*

**Monday - Friday Lunch Delivery Fee:** \$ 35.00 in Disposables \$ 50.00 w/Catering Equip  
*(minimum \$ 200.00 food order for delivery)*

**Monday - Saturday Dinner & Saturday Lunch**  
*Delivery and Set-up Fee* \$ 40.00 in Disposables \$ 75.00 w/Catering Equip  
*(minimum \$ 400.00 food order):*

***Pick-up of equipment fees vary according to day and time of pick-up, amount of equipment, etc.***

Catering on Sundays, holidays and/or outside of downtown Salt Lake City is subject to an additional charge and is based on availability and demand. There is a minimum food order of \$ 1,000.00 for Sunday and holiday caterings.

Delivery fees include delivery and the set up of serving equipment. Pick-up of equipment is also available upon request and is subject to an additional fee according to the time and day of pick-up. If a customer chooses to return or pick up equipment, customer takes full responsibility for returning the equipment at the time specified in the contract and in its original condition.

Meals not delivered by Rico staff or meals that are ordered outside our menu requirements, may be subject to equipment rental fees and/or equipment deposits. Equipment rental fees are on a per day basis. If a customer does not return the equipment when specified in their contract/proposal or not in its original condition, additional charges will be incurred.

Rico Management is not liable for food that is not provided by Rico but served at the same event, for food that is not properly heated up or maintained improperly or served improperly during an event, nor for food



Authentic food, handmade—The Rico Way

## BUDGETARY CONSIDERATIONS & CATERING POLICIES

(Continued)

that is kept for left overs once it has been served at an event serviced by Rico staff. Any food not provided by Rico should be labeled accordingly and kept separately from food prepared by Rico. For details on these items, please contact our catering coordinator.

Events that take place at reception centers and other controlled locations are subject to additional fees and services that must be done according to the contract and/or rental space provider. Please make sure to know the special requirements of the location where the event will be held before calling our catering coordinator. Some issues may include set up requirements, china rental, linens, break down/clean up requirements and staff supervision to only name a few items.

### Presentation

Catered meals are served in heated chafing dishes, bowls and serving utensils. If a customer orders a meal that is not specified in the menu, additional costs may be incurred for disposable containers, heating of the food and/or for chafer rental. Catered meals can include basic disposable plates, napkins and plastic ware if requested. Finer plastic/disposable ware can be requested at an additional cost. China, linens and other fine dining ware can also be arranged at an additional cost. Upon request, we can provide tablecloths and decorations for the serving tables if Rico provides delivery and set-up services. Should you be planning your event at a specific reception center with special requirements, please let us know so we can work with the center to provide you all the services necessary.

### Servers

Servers are available upon request. The number of servers recommended varies by size of party and the number of food items you will be serving. There is a minimum of 1 server for two hours for \$ 50.00 Each additional server is billed at an hourly rate of \$ 25.00/hour. Servers provide portion control as well as food refill and service. Additional services can be requested and fees will be applied where applicable.

Unlike other caterers, Rico does not add an automatic gratuity of 15-22%. However, should Rico staff meet and/or exceed your expectations, we ask that you tip them accordingly. Tip guidelines are 10-20% of food costs.

Because each customer's needs are different, we ask that you discuss your menu and service needs with our catering coordinator to decide if and/or how many servers are recommended. With the addition of appetizers, more than one choice of main meal items, drinks and/or dessert, additional servers should be added. Our catering coordinator will be happy to help with suggestions according to the size of your party and the location of your event.

### Additional information

Once a proposal is signed, the customer acknowledges that he or she has reviewed the menu and all details related to the catered event. If the customer is not having Rico provide servers during the event, the customer takes full responsibility for the amount of food they have ordered according to the time of the event, number of guests, their appetites, and their ability and/or inability to provide their own portion control. Customers who provide additional food not prepared by Rico Staff, who do not have Rico staff serving meals or who are preparing or serving Rico food must disclose this information upon contacting Rico in order to understand the shared responsibility and liability the customer will face. When serving additional food other than Rico's, we request outside food be labeled so the guests can distinguish Rico food from food prepared by other sources.



Authentic food, handmade—The Rico Way

## BUDGETARY CONSIDERATIONS & CATERING POLICIES

(Continued)

A credit card is required to reserve a date. A deposit of \$ 250.00 - \$ 500.00 is required on large parties and to hold weekend/holiday and popular dates. Unless otherwise specified in the contract/proposal, we request a minimum of one week's notice of cancellation on parties of 49 or less and two weeks for parties of 50 or more. Less than this time will lead to a cancellation fee and/or the forfeit of the deposit. We require a guaranteed minimum number of guests 72 hours prior to the event. Any changes made within 72 hours of an event will incur a minimum \$ 25.00 change fee plus per person costs. Payment is due the day prior to delivery/pick-up of food. We accept cash, checks, American Express, Discover Card, Visa and Master Card. P.O.#s are accepted for established accounts with a credit card as a security deposit.