

General Information

- We are available by telephone at (401) 487-7323, (401) 359-1394 or email: www.essencegardens.com. Please contact us at your convenience. Appointments are available upon request. Please visit us on the web at www.essencegardens.com.
- In addition to traditional catering services, Essence Gardens, Inc. specializes in *Special Event Buffets* (for groups of 50 and above) and *Tote Bag* and *Boxed Luncheon/Dinner Meals*.
- We offer full event planning services: *menu-planning tailored to your individual needs*, full equipment needs (inclusive of linen and chinaware options), floor plans, flowcharts and much more.
- For family-style or plated service, please have sales representative prepare a special price quote for you based on your needs.

Policy

- Prices are based on groups of 100 or more. All prices will be outlined in a sales contract prior to your.
- We require a minimum guest count guarantee upon reservation. The **final guaranteed count** may be higher but not lower than minimum guest count guarantee.
- Upon your reservation, a deposit of \$200.00 or 20% (whichever is the higher amount) is required. A payment of 50% of the contracted balance is due 14 days prior to event along with final guest count guarantee. Final payment is due 5 days prior to the start of your event. *No personal checks accepted for final payment.*
- The minimum staffing charge is \$90.00 per headwaiter, \$70.00 per waiter/waitress for five hours or less. This includes set up through contract meal service and clearance. An additional \$35.50 will be charged per waiter for each hour or fraction thereof over the five hours maximum service.
- An 18% service charge will be added to catered events that require staffing. A 12% service charge will be added for events that require delivery and/or set-up only. The service fees cover gratuities, cost of delivery, set-up, kitchen personnel and head supervision.
- All prices are subject to applicable Rhode Island State Meals' Tax (8%). Tax-exempt organizations must present copy of exemption certificate upon reservation.
- Essence Gardens, Inc. does not assume any responsibility for any charges pertaining to function halls or use of kitchens.
- **Reservation deposits are non-refundable. Any additional payments above reservation deposits are not refundable if cancellation occurs less than 30 days prior to event date. Essence Gardens, Inc., however, will apply any additional payments above reservation deposits to another future event.**
- Please mail all payments to: **Essence Gardens, 1800 Mineral Spring Avenue, #126, N. Providence RI 02904**

**Minimum does not apply to Boxed Luncheon and Tote Bag Menus*