



## CATERING POLICIES

### Gratuity

ALL catering will incur a 15% automatic gratuity/service charge.

### Operating Hours

Delivery arrival times will occur NO EARLIER than 7:30 AM. Delivery times are between 7:30 AM and 1:30 PM.

Orders for pickup can be picked up as early as 7:15 AM or as late as 1:45 PM.

Specialty catering orders (after 1:30 PM) require advance notice and a \$1,500 minimum order + automatic 20% gratuity. *We do not host after-hours events in our facilities; all after-hours catering must be off-site.*

### Buffet Line Service Staffing Agreement

Stella Southern Café will provide staffing for the buffet line at the client's request as available. The charge for staffing is \$24 per staff member per hour. If an event goes over the allotted time, event staff will stay until the conclusion of the event *as they are able*, and additional time will be billed following the event.

Our staff is ONLY guaranteed for the time slot as previously discussed and paid for; if an event runs over the guaranteed time, our staff *may* not be able to stay until the conclusion of the event due to being scheduled elsewhere. Please be mindful of events that may run over, and schedule additional time if you believe it may be necessary. Being a small, family-run restaurant, we have a very limited number of staff available for off-site events. Please be sure to read below what our staffing services entail.

Staffing services include:

- Delivery, unloading, and transport of all food items to service area
- Buffet service set up
- Keeping the buffet line full and clean throughout the service time
- Serving guests through the buffet line (at client's request)
- Tear-down and clean up of the buffet line
- Removal of catering trash (empty pans, extra serving utensils, etc.) from the buffet line
- Removal or packaging of leftover food to be left in a pre-determined area

We do not provide staffing for the following:

- Plated/full meal service
- Bussing of tables/general wait staff
- Clearing and/or washing client-provided non-disposable dishes

### Chafing Dishes

Disposable chafing dishes will be provided at the client's request for \$12 each, regardless of whether the event is staffed or unstaffed. Metal chafing dishes may be provided at a charge of \$12 each, and are only available for staffed events.

### Catering Cancellation Agreement

Cancellations made within the following time parameters will be charged a cancellation fee of the following:

Within 7 days of catering: 25% of total order

Within 3 days (72 hours) of catering: 50% of total order

Within 1 day (24 hours) of catering: 100% of total order

### Catering Payment Policy

Catering must be paid IN FULL by 7 days prior to catering event date. If catering is placed within 7 days, catering must be paid IN FULL by the end of the day the order is placed. Cancellation fees apply regardless of when the order was placed.

**By placing a catering order with Stella Southern Cafe, you agree to the terms of this document. Catering policies are subject to change at any time.**

## Location

4040 State Highway 6 South #100  
College Station, TX 77803

## Contact

Phone: (979) 704-3207  
Cell: (979) 446-6022  
Email: catering@stellabcs.com

## On the Web

stellasoutherncafe.com  
facebook.com/stellabiscuits