



Private Event & Catering Guidelines and FAQs

How do I book my event with you?

Private Dinner/Brunch Booking

- Email info@chefderricka.com to inquire about booking
- Online at www.chefderricka.com, click Contact

Catering Event Booking

- Online at www.chefderricka.com, click Services > Catering, then fill out the catering form to request a catering quote.

Daily or Travel Chef Services

- Call/Text: 469-626-8870
- Email info@chefderricka.com

What is your Refund Policy? Can I Cancel or Reschedule my Private Dinner or Catering Service?

**NO REFUNDS - ALL SALES ARE FINAL, NON-REFUNDABLE
AND NON-TRANSFERABLE! NO EXCEPTIONS!!**

We all know that life happens, however please understand that Chef Derricka is committing her time and resources to making sure your event is an exceptional experience and thus cancellation or rescheduling would result in lost income and lost business opportunities in an amount that is hard to precisely calculate.

- CATERING & PRIVATE EVENT CANCELLATION/RESCHEDULE POLICY:

If the client needs to cancel/reschedule an event, the client MUST provide a WRITTEN notice via email to Chef Derricka at info@chefderricka.com along with any required cancellation fees described in their catering contract, which is provided via email through DocuSign, on the initial invoice date of the deposit. It is the client's responsibility to review, acknowledge and sign the catering contract reflecting their understanding and agreement to the terms and policies listed regarding their event.

If you reschedule your event more than 14 calendar days before your scheduled event, you will not be charged a fee to reschedule. If you cancel more than 14 calendar days, there will not be a cancellation fee charged for cancelling and if you choose to rebook in the future, your event would be treated like a brand-new event and charged accordingly.

If you reschedule or cancel your event 14 calendar days or less, then the client will be charged based on the number of guests and calendar days notified of rescheduling according to the table below:

	Cancel/Reschedule 14 to 3 Calendar Days	Cancel/Reschedule 2 or less Calendar Days
2-4 Guests	\$200	\$400
5-7 Guests	\$400	\$600
8-10 Guests	\$600	\$800
11-14 Guests	\$800	\$1000

What if my Guest count changes after I book the event?

- It is highly encouraged to have your guest count solidified prior to booking or paying a deposit for your event. If the guest count does change, it is handled by the following:
 - Number of Guests LOWER than what the event was booked for – The event will still be treated as if all of the original guest count was in attendance. Example: The event was booked for 10 guests but only 5 attends, the event will still be charged based on 10 guests.
 - Number of Guests HIGHER than what the event was booked for – Please attempt to avoid this situation as much as possible as it puts a strain on the chef as there will not be enough food to provide additional guests in order to ensure that each guest has the same exceptional culinary experience.
 - Additional Guests Added to the event prior to the event – Catering Events: The client will be charged a fee based on the amount of the per person charge for the event. Private Events: The client will be charged \$125 per additional guest added to the event. For both Catering and Private events, the additional guest charge will be invoiced to the client and is expected to be paid immediately prior to the event. If not paid, the chef will still abide by original guest count and contract.
 - Additional Guests Added to the event on the day of the event, Catering or Private Event – If the chef is expected to serve additional guests on the same day as your event, the client will be invoiced for \$200 per additional guest and payment is expected on the event date. If the client does not abide by this policy, legal action WILL be taken.

Do you offer Daily or Permanent Personal Chef Services?

Of course!! Please contact me letting me know the specifics on what is needed, how many guests, location, if there are any food allergies or dietary restrictions I need to be aware of and any other pertinent information and I can send you a custom estimate needed for services.

Do you Travel?

Absolutely! I am able to travel domestically and internationally to be of service to you and your guests. Please contact Chef Derricka directly for a custom consultation in order to plan out your exceptional event!

Do you provide plates and/or utensils at events?

- Private Dinner – It is highly recommended that the client provides plates and utensils. Also, depending on the number of guests, plate & utensil rental is an option.
- Catering - Yes, only upon request. Serving utensils will be provided however it is the client's responsibility to request plates or flatware. Let me know in advance the type of plates, flatware or napkins needed when booking. Refer to listings below:
 - VIP: Clear disposable plastic large entrée plates or small cocktail plates, silver disposable cutlery, and white/black napkins (Add \$3 per person)
 - Executive: Disposable china plates, silver disposable cutlery, and white/black napkins (Add \$5 per person)
 - Rentals: Linens, Tables, Chairs, Chafing Dishes, Décor or more. Please let me know in advance. Any and all rental fees will be invoiced to the client.

Can you provide servers and bartenders for catering events?

Event Staff will be charged based on your event's specific details. Pricing and regulations may vary based on the Event Staffing company used for the event. In most cases, there is a 2 person staff minimum with at least 5 hours of service time minimum including setup and breakdown. Chef Derricka is TABC certified and can create signature cocktails for your event, for an additional fee. If you would prefer to have an actual bartending service setup for your event, we do have a partnership with The Pretty Martini Bartending and JazzyLady Bartending services and will be happy to refer you to either of them for your mixology and bartending needs.

Do you offer tastings?

Absolutely!! I offer tastings for catering events (15+ guests) clients only and there is a minimum of \$1500 event cost to qualify for tasting, which is determined by your event estimate. Tasting date MUST be scheduled AND

completed within 3 weeks or earlier prior to the event date. **No exceptions.** Limit 3 item selections per tasting. Pricing for tasting is \$50 per person. (1 tasting per event booked). Payments for tasting are applied to the deposit total of the catering event at time of booking. Tastings take place at the client's home, however due to COVID precautions, client's have the option to have the tasting meal delivered and dropped off to the potential client's home.

Can I customize my foodie experience?

It is HIGHLY recommended to explore not only menu options but to allow Chef Derricka to fully showcase her talent for you. This is the time to step outside the box and explore how awesome food really can be.

How does the catering setup work if Full Service Buffet or Family Style Service is selected?

Chef Derricka and her staff will arrive at least 2 hours prior to the event (unless another time is agreed upon between Chef Derricka & the client) to unload & set up equipment, warm and add final touches to food, etc. From there, the client may use catering equipment provided (Chafing dishes, Serving Trays, Bowls, Boards, & Displays, Serving Utensils, etc.) for a time period MINIMUM of 2 hours and MAXIMUM of 4 hours. After that time period, Chef Derricka and her staff will gather all equipment and dispose of any leftover food. *It is the client's responsibility if they would like to keep any leftover food, gather it and store it in their own containers themselves.

If the client needs to keep the equipment longer than 4 hours, the client needs to make Chef Derricka aware and the client will be charged \$100 per hour rate to keep the food and equipment there longer. This rate will be invoiced to the client at the end of the event.

Why aren't there any prices listed on the menus?

All menu prices are subject to change without notice due to market conditions, especially with premium ingredients such as seafood and alcohol. Because this can change, pricing is not listed, which allows me to price our current market rates for ingredients. I reserve the right to correct any errors or discrepancies in pricing or description and to cancel or refuse to accept any order based on an incorrect price or description.

What is the Rush Fee Policy? When is it applied?

It is encouraged that you book your event within at least 2 weeks in advance to ensure availability, if possible. Anytime an event is booked at the last minute, it puts a strain on the Chef in order to make accommodations to ensure the experience is exceptional. *One can contact and discuss their event however the Rush Fee is determined based on the actual date the client wishes to book and pay for services.* The Rush Fee is applied at the time of booking and it is 20% of the total cost of the event.

Private Events

Any private event booked 7 days or less prior to the event date will automatically include a 20% Rush Fee, which is included at the time of booking.

Catering Services

Any catering services booked 13 days or less prior to the event date will automatically include a 20% Rush Fee, which is included at the time of booking. If catering services are booked within 7 days or less, the client is responsible for FULL payment of services, including Rush Fee, at the time of booking.

What happens when I review the estimate and would like to secure Chef Derricka for services?

By clicking ACCEPT on an estimate, you are AGREEING to the terms and guidelines listed within THIS document for your Private Event as well as Catering event. You will receive an invoice in a separate email confirming the details agreed upon between the Chef/Caterer and Client, a signed contract will be required, and invoice payment is due upon receipt.

Still have questions? Or just want to say Hello?

Feel free to email me at info@chefderricka.com or drop me a line online at my website www.chefderricka.com, click Contact > Contact Me link. You can also schedule a consultation or text me at 469.626.8870.

**Please keep in mind; direct messages (DM) are not acceptable forms of communication when booking your event, as email communication will always be used for booking purposes.*