

Ocean Grill Off-site Catering

Guidelines & policies

A credit card number and non-refundable deposit is required to book catering services from Ocean Grill. All off premise catering requires a \$200.00 non refundable deposit to secure the date. All deposits will be applied toward the final bill. If any catering function is cancelled within 48 hours of the scheduled event, 100% of the estimated revenue will be due. The final bill can be paid by credit card, cash or company check. If you would like your company to be billed after the event, arrangements may be made to do so. Off site catering requires a revenue minimum of \$1,000. All food and beverage purchased may be applied to this minimum. Bartender, chef fees, gratuity and tax are not a part of the revenue minimum. If the revenue minimum is not met with food and beverage purchases, the remaining balance will be charged as a fee. At the conclusion of the function, we reserve the right to refuse leftover food and beverages to be taken to go. If your company is tax exempt, a copy of your tax exempt certificate must be provided with your signed contract.

Menus

All menus and details must be confirmed no later than 2 weeks prior to the scheduled event. It is our policy to quote firm prices for menu items no more than 30 days in advance and all menu substitutions may be subject to a price change. Prices do not include the appropriate rental charges, staffing fees, 5.5% sales tax, or the 18% gratuity service charge

Guaranteed final guest count

An estimated count of those people attending will be requested upon contract signing. Confirmation, guaranteeing the number of guests to be served, must be made one week prior to the function, and may not be reduced thereafter. All charges will be based on the guaranteed guest count, or the actual number of guests served, whichever is greater.

Bar fees, chef fees & policies

Bartenders will be charged at the rate of \$25/hour/bartender for cash bars and \$20/hour/bartender for hosted bars from one hour before your event to one hour after your event. There is a minimum of 3 hours for bartender staffing. Host bar prices are subject to 18% service charge and applicable sales tax. In order to insure proper service levels, Ocean Grill has the right to determine the amount of bartenders necessary to serve each function. There is a \$50.00/hour chef service charge for all off-site catering events, where our executive or sous chef will be on hand to supervise and prepare food.

Set up charges

Set up charges include setting up glassware, china and flatware for food service, linen napkins, tablecloths, buffet or hors d'oeuvres table set up, set up of any rented table, chairs or linens, and clean up and break down of event.

1-25 guests = \$50

26-50 guests = \$100

51-100 guests = \$200

101-200 guests = \$300

201-300 guests = \$400

(Please inquire for set up charges for all groups over 300)