



## Private Event & Catering Guidelines and FAQs (revised January 2023)

How do I book my event with you?

### Private Dinner/Brunch Booking

- Online at [www.chefderricka.com](http://www.chefderricka.com), click Services > Private Events, then fill out the form to request private dining information & pricing.

### Catering Event/Grazing Tables/Wedding Booking

- Online at [www.chefderricka.com](http://www.chefderricka.com), click Services > Catering, then fill out the catering form to request a catering quote.

### Daily/Weekly In-Home or Travel Personal Chef Services

- Call/Text: 469-626-8870
- Email [info@chefderricka.com](mailto: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 make sure your event is an exceptional experience and thus cancellation or rescheduling would result in a significant loss of 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, **including COVID-19 Virus concerns/guest(s) personal health status or concerns**, the client MUST provide a WRITTEN notice via email to Chef Derricka at [info@chefderricka.com](mailto: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 their contract reflecting their understanding and agreement to the terms and policies listed regarding their event.

#### CATERING EVENT CANCEL/RESCHEDULE:

If a Client requests cancellation of their Contract 90 days or more before the Event, Caterer shall be entitled to 25% of the Estimated Total Cost.

If a Client requests cancellation 45-89 days before the Event, the Caterer shall be entitled to 50% of the Estimated Total Costs.

If a Client requests cancellation 31-44 days before the Event, the Caterer shall be entitled to 75% of the Estimated Total Costs.

After 30 days in advance of the Event, the Caterer shall be entitled to 100% of the Estimated Total Cost.

#### PRIVATE EVENT CANCEL/RESCHEDULE:

Clients are able to reschedule their events up to and no later than 6 months from the original event date. Their deposit will be held as a credit until then. Keep in mind that the Deposit is Non-Refundable, Non-Transferable, and cannot be used towards another event.

**No Exceptions.** If they wish to reschedule after this time has elapsed, the credit will no longer be available and the event will be treated and priced as a new event.

If you reschedule your event more than 7 calendar days before your scheduled event, you will not be charged a fee to reschedule. If you cancel more than 7 calendar days, there will not be a cancellation fee and if you choose to rebook in the future, your event would be treated as a brand-new event and charged accordingly.

If you reschedule or cancel your private event 7 calendar days or less, then the client will be required to pay a \$500 Rescheduling Fee

## 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 attend, 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 the guest rate per additional guest added to the event.
      - Private Events: The client will be charged the guest rate per additional guest added to the event.
      - For Travel/Daily Chef events, an additional service charge will be invoiced to the client based on the number of guests added and services being rendered. Price may vary. The new balance must be paid in full prior to the event. If not paid, the Chef will still abide by the original guest count and contract. No Exceptions.

- 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 so we can set up a one-on-one consultation to discuss the specifics of 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 build a custom quote 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 be advised that you will be charged for the services needed, in addition to lodging, transportation, & rental car, (if needed) when traveling for your event or services needed. Please contact Chef Derricka directly for a consultation and custom estimate 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, serve ware, and utensils. Also, depending on the number of guests, plate & utensil rental is an option.
- Catering - Yes, only upon request. There is an Equipment Fee for this service. Serving utensils will be provided however it is the client's responsibility to request plates or flatware. Consult with the Chef in advance to discuss the type of plates, serve ware, flatware, or napkins needed when booking. For disposable plates & flatware, an Equipment Fee will be charged to gather these items. For rentals, we use preferred vendors and will reach out to them for a quote and pass along the charges to the client.
- Direct Rentals such as Linens, Tables, Chairs, Chafing Dishes, etc. are available upon request. Any and all rental fees are 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.

Weddings and Events with 100+ guests require 7 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 Mixology Fee, plus ingredient reimbursement (must have a signed Alcohol Addendum). If you would prefer to have a full bartending service setup for your event, we do have a partnership with The Pretty Martini Bartending, JazzyLady Bartending, and Gilbert's Latin Gastrobar Bartending Services and would be happy to refer you to either of them for your mixology and bartending needs.

## Do you offer Decor or Decoration Services?

Heck Yeah!! Chef Derricka believes in being a One-Stop Shop for services as much as possible. If you are interested in Tablescape Decor, please contact me so we can set up a one-on-one consultation to discuss the specifics of what is needed, including colors, vision, environment, themes, and any other helpful information. There is a Decor Service Fee, plus Equipment Reimbursement.

## Do you offer Tastings?

Absolutely!! I offer tastings for catering events (50+ guests) clients only and there is a minimum of \$2000 event cost to qualify for tasting, which is determined by your event estimate. The tasting date **MUST** be scheduled **AND** completed within 3 weeks or earlier prior to the event date.

**No exceptions.** Limit 3 meal selections per tasting (entree or appetizer). Pricing for tasting is \$75 per person. (1 tasting per event booked. No multiple tastings for 1 event).

## Can I Customize my Foodie Experience? How do Consultations work?

This is the time to step outside the box and explore how awesome food really can be!! It is HIGHLY encouraged and recommended to explore not only menu options but to allow Chef Derricka to fully showcase her talent for you by having her custom curate a menu based on your likes and dislikes as well as your favorite cuisine(s). Be sure to visit the MENU page to explore sample menu options that are available. Keep in mind that Chef Derricka will not use, recreate, nor price specific menus from other chefs, restaurants, etc. when creating your personalized experience for your event.

Schedule a Free 15-minute consultation to see how we can bring unique dishes and flavors to WOW you and your guests. If you need more than 15-minutes to discuss your ideas, there is a \$25/per hour Consultation Fee to discuss or finalize menu selections, ideas, event logistics, location, occasion or anything else regarding the event. Only exception are Wedding Consultations, as there are more factors involved with the process. The Consultation Fee will be included in the itemized invoice for the event.

## 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 2-3 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, Warming & 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 in the event the client needs to keep the equipment longer than 4 hours, the client needs to make arrangements with Chef Derricka PRIOR to the event to make the accommodations. The client will be charged \$100 per hour to keep the food and equipment at the event longer than the 4-hour limit. This rate will be invoiced to the client PRIOR to the event.

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

It is encouraged that you book your event 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. *Clients 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.

### **NO SIGNED CONTRACT & PAID DEPOSIT = NO BOOKING**

#### *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 email via DocuSign with the contract detailing your event for you to review & sign. Once signed, an invoice is sent in a separate email confirming the details agreed upon between the Chef/Caterer and Client, where payment is due upon receipt to book the event and secure your date.

Please keep in mind that ACCEPTING an estimate DOES NOT Book your Event nor Secure your Date. Chef Derricka DOES NOT HOLD DATES for ANY Event for ANY Circumstances.

**PLEASE NOTE:** Invoices are valid for only 24 hours once generated. If payment has not been made in that timeframe, there will be a \$40 per day

fee added to the invoice. If by the 3rd day, a deposit or full payment has not been made, the Signed Contract and Invoice will be voided, allowing another client to secure the date. No Exceptions.

*Every Catering Service includes a 20% Service Fee, with the exception of Hor D'Oeuvres and Grazing Tables which include a 30% Service Fee as there is additional labor involved with those services. Private Dining Experiences do not include Service Fees.*

Still have questions or need clarification on anything?  
Or simply just want to say 'Hello'? :-)

Feel free to email me at [info@chefderricka.com](mailto:info@chefderricka.com) or drop me a line online at my website [www.chefderricka.com](http://www.chefderricka.com), click Contact > Contact Me link. You can also schedule a Free 15-minute Phone Consultation or text me at 469.626.8870 to discuss your event or project. When texting, please include your name so she may know who she is assisting 😊

*\*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 information & booking purposes.*