

# RAY'S

Whether in the comfort of your own home or a venue of choice, Ray's Catering is delighted to come to you!

The following is some general information regarding offsite events and the associated food and beverage minimum purchases, deposit information, delivery/pickup costs, and taxes.

## **Food & Beverage Purchase Minimum**

For offsite events Sun-Thurs the food & beverage minimum purchase is \$800 which is subject to 20% service fee and WA state tax. Offsite events on Saturdays and Sundays carry a \$1000 food & beverage minimum, applicable to the same taxes and service fees.

## **Labor**

Associated costs of offsite events involve delivery charges as well as hourly rates for staff members. Staff is billed by the hour, portal-to-portal, per staff person. Upon selection of the venue, menu, number of guests and hours of the function, we will be happy to estimate a labor cost. Final labor cost is based on actual portal-to-portal.

## **Hourly Rates Per Staff Member if Ray's provides all beverage service**

Event Captains \$30 per hour

Kitchen Staff \$25 per hour

Bartenders \$25 per hour

Servers \$25 per hour

## **Hourly Rates for staff if alcoholic beverages are provided by you**

Event Captains \$35 per hour

Kitchen Staff \$30 per hour

Bartenders \$30 per hour

Servers \$30 per hour

## **Rental and Equipment**

Tables, chairs, linens, china, glassware, flatware, etc, are an additional cost for off-premise catering. Final cost of rental equipment is subject to selection of venue, specific menu and beverage service. Delivery charges may apply, subject to venue accessibility and regulation. A fee is required for equipment transportation and can vary from \$50-\$500, depending on the scope of your event. Ask your sales person for an estimate.

### **Service Charge and Taxes**

All charges, including (but not limited to) labor, food & beverage, equipment, labor and rentals are subject to a 20% service charge and WA State sales tax, currently 10.1%. Service charge and tax are subject to change without notice.

### **Guarantee**

Ray's catering requires a final guarantee of the number of guests attending your event by noon, 5 days prior to your event. December events require this guaranteed number of guests 7 days prior to your event. Once received, this number constitutes a guarantee. If fewer than the guaranteed numbers of guests attend your event, you will be charged for the original guaranteed number. Your final invoice will reflect the guaranteed number or the actual number of guests, whichever is greater.

All food, beverages and all other details and decisions for your event are required 14 days prior to the date of your event. Any changes made after that date will be reviewed for accommodation and granted whenever possible. Menu and beverage prices are subject to change.

### **Deposit and Payment Policy**

For off-premise events, a 50% deposit is required to confirm your event. The balance is due three days prior to your event. Any adjustments are payable or credited within 7 days, provided credit has been established with Ray's Catering. Any unpaid balance will be charged to your authorized credit card. All payments must be made no later than the day of the event.

**You may view sample menus and photographs on our website at** [www.rays.com](http://www.rays.com), keeping in mind that we can also prepare a custom menu for your event. If you would like to book a date or have any further questions, please do not hesitate to contact Ray's Catering at (206) 789-6309 or email us at [rayscatering@rays.com](mailto:rayscatering@rays.com)

We look forward to serving you!

Kind regards,  
Ray's Catering