

Planning Your Event

Your event is a very personal and special occasion,
and our team is here to assist you every step of the way.

Here are answers to commonly asked questions you may have while planning your event:

What Do I Do First?

Please provide available details.

Information can be added or revised later in the planning process.

- Contact Name, Phone Number(s), Email Address
 - *Include 2nd contact person, if any
- Business Name, if applicable
 - *Please specify if business is non-profit/tax exempt
- Type of Event
 - *Business Lunch, Birthday Party, Dinner Meeting, Christening, Memorial Service, etc.
- Day, Date, and Time of Event
 - *Beginning and end time
- Location
 - *Address and any special delivery instructions
- Number of Guests
 - *Please include children, if any
 - *Final guest count due 5 days prior to event
- Type of Service
 - *Buffet, Reception, Plated Dinner, etc.
- Delivery Options
 - *Drop off only- No staff needed (Driver Only)
 - *Drop off and set up- Driver and Chef's Assistant
 - *Drop off, set up, and pick up- Driver and Assistant, if needed
- Service Staff Needed
 - *Full Service- Staff stays at event to serve, maintain food, breakdown, and clean up
 - *Fully Staffed- Chef and kitchen staff plus front of the house staff
- Menu Ideas
 - *Please include dietary restrictions, if any
- Beverage/Bar Service Requirements
 - *Beer and Wine, Soft Drinks, Lemonade/Iced Tea, Coffee, Decaf, Tea, etc.

✓ **What Do I Do Next?**

Once the above information is provided, we will determine availability, reserve your date, and follow up with you to begin planning. Your event sheet will become a working document used to update and confirm details as needed.

✓ **Who Is My Contact at More Than a Meal?**

Linda Kane, Catering Coordinator 401-662-9614 lkane@amoshouse.com
Bryan Smith, Production Chef 401-258-5493 bsmith@amoshouse.com

✓ **Are There Delivery Fees?**

Delivery times and fees are based on the logistics of your event

- Drop Off Only- \$20-\$75 RI and nearby Mass
Driver will arrive 20-30 minutes prior to service time
- Drop Off and Set up- \$30-\$100 RI and nearby Mass
Driver and Chef's Assistant will arrive 45 minutes to 1 hour prior to service time
Staff will unpack and set up your food
- Pick Up- \$20-\$50 RI and nearby Mass
Driver and Assistant (if needed) will return at pre-determined time to pick up catering items left at event, such as food warmers, platters, coffee airpots, etc.

✓ **Is A Deposit Required?**

For events over \$2500, a deposit of 25% is required to block the date.

✓ **Do I Need Service Staff?**

Having staff stay at your event means that you can relax and enjoy!

- Full Service- Chef's assistant and/or service staff stays at event to set up and serve, maintain food tables, break down, and clean up
\$20-\$25 per hour, per staff, 4 hour minimum- Includes travel time
- Senior Staff- Chef and/or Catering Coordinator
Fee based on complexity of event, menu, service style, and other intricacies

✓ **What Bar Services Are Available?**

We do not provide alcohol, but do offer bar set up and bartending service to clients who provide their own alcohol.

We are also happy to connect you with a recommended complete bar service provider.

- Bar Set Up- Flat Fee- \$100
Includes Black Linen, Beverage Bins, Ice, Beverage Napkins, Plastic Ware, Garnishes
- TIPS Certified Bartender- \$30 per hour-
Calculation includes travel time, set up, and breakdown time

✓ **How Do I Rent Tables, Chairs, Linen, Dishes, Glasses, Etc?**

We will assist in determining your rental needs,
and if you do not already have a preferred rental company, consider one of ours.
Browse their website, or visit their showroom for ideas and prices.
We can work together to finalize your order.

- Rhode Island Rentals ... www.rirentals.com ...
Office/Showroom- 111 Plan Way, Warwick, RI 02886 401-738-9731
- Quality Rental ... www.qualityrental.com ...
Main Showroom 390 Walcott St, Pawtucket, RI 02860... 401-725-0928
Satellite Showroom 1122 Charles Street North Providence, RI 02904...401-723-5555

✓ **What If My Event Is Postponed Or Cancelled?**

We will make every effort to accommodate last minute changes, including guest count and menu,
but cannot guarantee that any changes can be made after food and/or beverages
have been purchased or prepared.

- Events cancelled at least 30 days prior to the event date will not incur any cancellation fees.
- Events cancelled less than 30 days prior to the event date are subject to the following fees:
 - Within 30 days.....10%
 - Within 14 days.....25%
 - Within 3 days.....50%
 - Within 24 hours...100%
- Deposits received will be applied to cancellation charges

✓ **How Am I Billed?**

Your event sheet will include your balance, and will be adjusted as changes are made.
A final invoice will be emailed to you shortly before or after your event.

- Please make check payable to Amos House and include invoice #:
460 Pine Street, Providence, RI 02907
- Credit Card Payments:
www.morethanamealcatering.com

✓ **Are There Any Additional Charges I Should Prepare For?**

- Service Charge: 10%-20% for full service events, based on time and attention devoted to planning, consultations, tastings, site visits, coordination of rentals, special set up, etc., and presence of senior staff (Chef and/or Catering Coordinator) at your event.
- RI State Sales Tax
- Gratuities or Donations to Amos House Culinary Program