



# -CATERING INFORMATION-

## *General Info*

Copeland's would love to be a part of your next event. Whether your placing a delivery order or a pick-up order, our catering manager is happy to work directly with you on the perfect menu. We ask for a 72-hour notice for all delivery orders and a 48-hour notice for all pick up orders. Some specialty items require a 72-hour notice regardless of pick up or delivery.

## *Menus*

Our catering menu options are priced by the party pan. Our party pans accommodate about 12-15 guests, sometimes even more. Since we are a scratch kitchen, we can make adjustments to almost all of our menu items to accommodate any dietary restrictions or allergies.

## *Cancellations / Payment*

Quantity adjustments or cancellations can be made up until the day before your event. Cancellations received the day of, will incur a \$150 cancellation fee charged to the card on file.

A credit card is required to confirm all catering orders. Payment for all catering orders will be due and processed the morning of the delivery or pick up to the card on file. Please discuss any payment questions with your catering manager prior to finalizing your order.

Gratuity is not included on catering orders. You may add gratuity at your discretion.

## *Delivery Radius / Fees*

We will gladly deliver within a 10-mile radius of our restaurant. Delivery fees are based on the sub-total of your order.

- Orders under \$500 ..... \$50 Delivery Fee
- Orders \$500 to \$799 ..... \$75 Delivery Fee
- Orders \$800 to \$1199 ..... \$100 Delivery Fee
- Orders \$1200 and up ..... \$150 Delivery Fee

If you are outside of our delivery radius, we can still deliver to you but an out of range fee will apply.

## *Supplies*

There is no need to run around town for your party supplies. Copeland's has everything you need.

- \$5.00 Meal Kits: Includes 10 Plates & 10 Cutlery Packets (Fork, Knife, Spoon & Napkin)
- Serving Utensils :Tongs, Spoons, Ladles and Dessert Servers are included with every party pan purchase (Just let us know if you need them)
- \$16.00 Disposable Chafing Dish: Includes a wire rack, a water pan and two sternos to keep your food items warm (Holds two party pans)
- Cups are included with any beverage purchase

## *Full Service*

If you are needing a little extra help for your event, Copeland's is proud to offer full service catering. Our servers will arrive in full uniform one hour prior to your event to begin setup. They will serve the delicious meal buffet style and replenish items as needed. Service will continue for two hours. Once service concludes, they will clean it all up for you.

- \$150 per server (Weekdays) for a maximum of four hours.
- \$250 per server (Weekends) for a maximum of four hours.
- Server(s) arrive one hour prior to service, serve for two hours and then breakdown for one hour.