



café & bistro  
by REBELLO FOOD STUDIO

## CATERING POLICIES

### MENU SELECTIONS

The items presented are offered as a guideline only and gourmet specialty menus may also be custom-designed to meet your specific needs. Should your preference not appear on the menus provided, please contact *Executive Chef Louise Lu* or *Chef Milton Rebello*:  
[info@skyecafeandbistro](mailto:info@skyecafeandbistro)

### PRODUCTS AND AVAILABILITY

*Rebello Food Studio Inc.* reserves the right to substitute comparable products in the event of non-availability at time of event. Prices and availability are subject to change.

### ADVANCED NOTICE

*Rebello Food Studio Inc.* recommends placing your order as early as possible. While every effort is made to accommodate all catering requests, advanced notice of two (2) full days is required for all *Drop and Go*, *Pick Up* and *China Service* orders *Buffet Service Served* and *Plated Full Service* requires a minimum of seven business days' notice. Large groups may require more notice; call *Rebello Food Studio* at **306-352-SKYE** / **cell 306-502-4801** for more details. Last minute accommodations may be made at the discretion of *Rebello Food Studio*. Additional fees may apply.

### GUARANTEED MINIMUM

#### GUEST COUNT & TIME DURATION

The fees and pricing quoted are estimates based on the client's guaranteed minimum guest count and guaranteed time duration. If more guests are served or *RFS* services are needed for additional time not included in the client's estimated time duration, *RFS* reserves the right to charge a fair price for the additional food, drink, labor and services required. If fewer guests attend or less time is needed, the caterer will still be paid according to the guaranteed minimum guest count and time duration.

### SERVICE TYPES

**DROP AND GO** – Our professional Catering staff will deliver your order when you want it and to the room requested, the rest is up to you. All of the service utensils and containers are disposable.

**PICK UP** – We will have your order ready for you to pick up. All of the service utensils and containers are disposable.

**BUFFET SELF-SERVE** – All china service ware, silverware and glassware is provided. Linens are provided at an additional cost. Catering staff will set up your event ready for self-service. This service option does not include service staff. Additional Staff Charges will apply for parties over 15.

**15% SERVICE CHARGE AND 5% GST WILL BE APPLICABLE**



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### GRATUITY AND TAX

All food and beverage is subject to gratuity and GST.

### STAFFING

Serving Staff can be provided at additional costs.

### RENTALS

*Rebello Food Studio Inc.* will provide all the necessary small ware and china requirements for *Buffet Service* orders that do not exceed 60 people. Linens and other miscellaneous items that pertain to the event will be charged to the client. *Large Buffet Service* events may require china, glassware, table and chair rentals. *Rebello Food Studio Inc.* can coordinate the necessary equipment needs with a third party event supplier for an additional administrative fee of **15% of the total rental order**. The rental agreement will be between *Rebello Food Studio Inc.* and the rental supply company. All rental charges, including the administrative fee, will be added to the event charge. It is the responsibility of the customer to provide or coordinate with Facilities the rental of podiums, tables, chairs, garbage receptacles or any other necessary equipment not provided by *Rebello Food Studio Inc.*

*Rebello Food Studio Inc.* will set buffet tables with linen, plates and silverware.

### DEPOSIT

An initial deposit of **50% of the final total costs** is required to contract the caterer for the event. Upon cancellation of the caterer's services within 31 days of the planned event date, a full refund of the deposit will be supplied. *If the caterer's services are cancelled within 11 to 30 days of the event, 50% of the deposit will be refunded. If cancellation notice is given less than 4 days before the event, no refund of the deposit will be supplied.*

### TERMS

#### TERMS FOR PAYMENT OF THE EVENT ARE THE FOLLOWING:

1. The quoted final cost, minus the deposit, must be paid within 5 business days after the event.
2. Any added costs due to higher than minimum guaranteed guest counts, extra services or additional duration of services will be billed to the client within 5 business days after the event, and must be paid within 14 business days after the event.
3. If payment is not received according to the terms of this contract, the caterer reserves the right to charge an additional fair fee.

**15% SERVICE CHARGE AND 5% GST WILL BE APPLICABLE**