

# HFBC Catering for Weddings & Events

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Guests often appreciate the convenience of using catering services here at HFBC. We offer a variety of culinary selections whether you are planning light appetizers or a plated meal. Our courteous and knowledgeable staff provides a variety of services to meet your culinary needs.

## **Culinary Services:**

- Culinary packages are available from our Culinary Services here at HFBC. Food and beverage are delivered to the reserved room prior to the event. Culinary staff members will not be present at the event.
- For after-hours events that require culinary staff members to be present at the event, food orders must accompany beverage service. There will be a \$200.00 additional charge for Culinary Services that do not occur during standard work times.
- Linens are available for a nominal rental fee through our Culinary Services if a culinary staff member is present at the event. These must be ordered no less than 10 days prior to your event.

## **Guests requiring Culinary Services for an event must agree to the following terms:**

- The guest agrees to submit a final headcount no later than 10 days prior to the event. This is the number that will be used for billing purposes. We will do our best to accommodate increased head counts after the 10 day notice, but cannot guarantee menu consistency.
- The guest understands that the set up time for any engagement is 2 hours prior to the event and service time is 2 hours. Additional time is available at an hourly rate.
- Leftover food items that require heat or cooling to stay on temperature are the property of HFBC Culinary Services and must be discarded after the event due to local health codes.
- If food or drinks are ordered from Culinary Services, then no outside food is permitted at the event. The one exception is cake.
- The Special Events Director will send an invoice listing all costs for Culinary Services. The guest is responsible for making payment online upon receipt of final invoice.

Return the signed agreement to Fax #713-957-5847 or via email to [jan.butterfras@houstonfirst.org](mailto:jan.butterfras@houstonfirst.org)

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Guest Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_