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Party Time!

Planning a party or celebratory event? This is the place to start. Learn how we operate, what we will handle for your event, and get some helpful planning tips along the way.

How We Operate:

When you call us and inquire of our availability for a date, several things are put into motion right away. First off, we notify our staff of a potential event so that they can check their calendars. Since our best, and most skilled staff, are in high demand for events, it is imperative for you to be up front with us if you are just shopping around. We ask this courtesy so that the staff do not make themselves available, only to have a date cancel. We also put a "soft hold" on the date, so will be sure to follow up with you if another party happens to be interested in the same evening.

Menus and Proposals:

We have several standard menus that we can send to you right away, including those for cocktail events, seasonal dinners, and more. We are also happy to craft a custom proposal for you! Bring us your ideas, no matter how outlandish, and we will come up with a menu and event design. We also LOVE themed events, and are happy to create foods to compliment. From Bollywood to a Grateful Dead cover band dance party, and everything in between. Should you prefer to meet with us, we are happy to set up an appointment with you in our Market space to discuss your event in detail.

Site Visit:

This is an important aspect of any event, regardless of size, and also important for us if we are to be working out of your home and will take place once a menu is agreed upon. We need to judge the amount of counter space, discuss bar placement, review available cooking equipment, bussing areas, etc. before the event. Often times we will bring equipment into your garage and create a temporary kitchen setup, particularly if the kitchen is in the center of the home, and can not be separated from guest flow. Please note that we do not make site visits until under contract with a client. We are happy to offer suggestions of off-site venues as well.

Rentals, Tents, Event Décor & More!

After our site visit, we will assemble your rental and tent inquiry (if applicable) and send to you for review and approval. All our outside vendors are paid directly by the client. If a linen choice needs to be made, we will deliver the selections to your door for review. Please note that we work with several different companies, both local and from NYC, and will

recommend the best for your particular event. We are also happy to create a custom event décor proposal, source props, lighting, florals, entertainment and more.

Deposits:

Our invoicing is done via email, and deposits are accepted through credit card or via personal check, with personal check being preferred. We require a 50% deposit in advance with the contract to hold a date for you, and will also ask you for a credit card to have on file as well. If an invoice remains open after 10 business days, we will process any remaining balances to your credit card. All outside vendors are paid directly by the client, and will require credit card deposits as well to reserve. We are happy to handle these deposits for you at your request once you have provided us with your credit card information.

Staff:

Effective April 15th 2012, all staff charges will be included within your invoicing. A staffing estimate will be included with all proposals, and your final billing will contain all the actual hours as worked. Gratuity is always at the discretion of the client, and may be paid directly at the event's conclusion. We also reserve the right to provide staff from an outside agency when necessary. The number of servers you will need depends on what type of party you are having (cocktail party // dinner buffet // plated meal function//gala fundraiser), the number of guests you are expecting, the timeline of service for your event, and whether you are using real plates and glasses or disposable items. For events with more than 40 guests or requiring excessive vendor coordination, an on-site captain will be provided, and will be included in your invoicing as a 15% service charge. For smaller events, we will indicate your "lead staffer" who will be able to handle any issues or questions which may arise during your event. The captain or lead staffer is the first and last person on your event. Collyer Catering reserves the right to require a minimum number of servers for a party if the expectations for service and the physical requirements of the event are so great that service standards would be compromised using fewer servers.

Drop Off Events:

Of course there are some events which do not require our full service or staff. These types of parties we refer to as "drop off" where we deliver your order to you in disposable pans or in the case of cold items, set up and ready for service. If applicable, reheating or assembly instructions will be provided as well. Please note there are some items on our menu which we do not recommend for this (ceviche, tartare, etc) due to handling requirements. These types of events work well for smaller gatherings or family parties where you know everyone is willing to pitch in. For an additional 15% platter fee, we can also deliver the items on our ceramic platters which are ready to go to the table for service!

Lead Time

While we appreciate as much lead time as possible on an event, sometimes circumstances just do not allow! Please know that every effort is made to accommodate, but a 15% service charge may apply in some cases.

Party Checklist

Bar-*you are the best judge of the drinking habits of your guests. Some are satisfied with a glass of wine, others will only drink martinis. One way to control your liquor cost if it is a drinking crowd is to offer a specialty cocktail in addition to beer & wine.*

Wine- *We can make suggestions and arrangements for your bar. Call us to discuss! We work with several local vendors including Glenville Wine & Spirits in Greenwich, Saugatuck Grain & Grape, Greens Farms Liquor, etc.*

A 750ml bottle has 4 six ounce servings and there are 12 bottles in a case. We recommend a single red and white selection, unless you are doing a wine tasting, or wine focused event. Champagne if it's a celebration or for specialty cocktails, though we also love Prosecco as an alternative.

Beer-

We recommend a light and a medium bodied regular such as Amstel and Heineken. Another fun idea is to serve a local micro brew, or a seasonal ale such as blueberry in the summer.

Liquor-

Must Have: Vodka, Gin, (we call this a 'white bar')

Options: Rum, Tequila, Scotch, Whiskey, Brandy, Bourbon,

Mixers-

Must Have: Coke, Diet Coke, Sprite, Club Soda, Tonic, Cranberry Juice, OJ, Bottled Water, Pellegrino

Optional: Pineapple, Grapefruit, Tomato Juice, Bloody Mary Mix, Vermouth (Dry for martinis, sweet for Manhattans), Rose's Lime Juice, Sour Mix, Bitters

Other items: depending on bar menu

Bar Fruit: Lemons, Limes, Onions, Olives, Cherries (if serving martinis, or rob roys).
Ice-if we are coordinating your bar, it will come with the delivery. Otherwise we can arrange for separate delivery

Tents, Parking, Portable Facilities

We work with several local tent providers including Ray Van, Sperry Tent and Northeast Tent. We are happy to handle the coordination of your tent, including meeting vendors on site. Keep in mind that during the holidays, and summer season, tents are regularly sold out for peak days. Planning ahead is the best route! You will also need to consider prep and sanitation tent areas if your event is being held completely outside. We also recommend portable facilities if your event is outside, and you are on septic, or do not have enough rest rooms to accommodate your guest count. If you live on a private road, or have issues with on street parking, we also have a number of valet and parking services we can recommend to assist.

Equipment, Plates, etc.- *We work with Party Rental LTD out of New Jersey, Broadway Party Rental, as well as Smith's in Greenwich and Events in Georgetown, and can arrange your rentals for you in advance. It is recommended that you avoid mixing rental and personal items for service.*

This is a small list of items to consider;

Plates

Dinner Size

Luncheon Size

Dessert Size

Napkins

Forks

Knives

Steak Knives

Dessert Forks/Spoons

Coffee Spoons

Coffee urn for brewing

Thermal carafe for service or silver samovar

Coffee Mug or Cup/Saucer

Soup Spoons

Serving Pieces (if doing a buffet)

Chafers (if hot items are on buffet)

Serving platters

Glassware-

Water Glass

Wine Glass-we often use these as all purpose glasses

Old Fashioned Glass (also called rocks glass)

Martini Glass

Pilsner Glass

Champagne Flute

Tall Cocktail Glass-think mojitos or summer sipping for this one! Also sangria

Plastic "Keg" Cup

Plastic Cocktail Glass

Cocktail Napkins

CC will arrange these with your rentals. If you desire specialty napkins, you need to provide.

Cooler for clean ice

Tubs for chilling (large)

Ice bucket and Scoop

Pitchers for mixers

Bar rags/towels

Trays for service and clearing

Bar Tub-*for displaying wine and for service*

Table-*minimum of 6 feet. 8 is preferred*

Tablecloth

Kids-*ask about our kids menu!*

Bottled Water

Juice Boxes

Kiddie Cocktails

Lemonade

Iced Tea

Goldfish

Pretzels

Chips-*We recommend you have small Dixie cups for service*

