



Louis Gervais Fine Foods & Catering Policies

Product

Louis Gervais Fine Foods and Catering is a full service caterer for corporate events and meetings, private parties, weddings and special events.

Owned and operated by Executive Chef Louis Gervais since 1998, we have earned a reputation for restaurant quality cuisine and creative presentation that distinguishes us from other catering companies in the Greater Vancouver Area. Chef Louis blends European classics with flavours from around the world and the finest and freshest local ingredients.

Service

Louis works closely with each client to create a menu and service package suited to each unique event and budget. Customers can count on Louis Gervais Fine Foods & Catering for virtually every event and every level of service.

Delivery or Take-away

Clients wanting a quick, easy and delicious alternative to cooking themselves can take advantage of our Gourmet Take-Away selection. Pick it up at our day bistro or have it delivered. Perfect for a casual dinner party with friends, a few canapés and party platters to go with cocktails, or a warm and serve meal when you're running late or too tired to cook.

For our corporate clients we offer a full range of delivery menus from French baguette sandwiches, hot entrees, soups and salads to cocktail and dinner options - ideal for meetings, conferences and special events.

The cost of delivery for drop-off orders and pick-up of equipment and dishes after the event will depend on your location. Please ask for a quotation when placing your order. There is no delivery charge to catered functions with staff.

Full service

Louis Gervais Fine Foods & Catering hires only experienced staff. They are efficient, personable and professional. We trust them implicitly to attend to all event details including setting up and decorating, circulating canapés, preparing and serving the food, tending the bar, and cleaning and tidying up once the event is over.

All staffed events require a *minimum* of one on-site chef and one lead server. All staff are paid for a minimum of four hours and a 18% gratuity is applied to the cost of the food and beverage total. The cost of service personnel varies depending on the skills required as follows:

Supervisors - \$35.00 per hour per staff member

Lead Server - \$30.00 per hour per staff member

Servers, Bartenders & Food service staff - \$25.00 per hour per staff member

On site chefs - \$35.00 per hour per staff member

On site cooks - \$30.00 per hour per staff member



Event Planning

After approval of the proposal and receipt of deposit we will continue to provide assistance revising menus based on changes to guest count and unforeseen dietary requirements and, if required, revising rental contracts following a site inspection. Any additional services including meetings, changes to menu, assistance with décor or other products and suppliers will be billed at \$50.00 per hour.

Rentals

For all staffed events we are pleased to take care of ordering and organizing any rentals you require including: table wares, glasses, bar equipment and supplies, tables and chairs, linens, tenting, cooking equipment etc. Our fee is twenty per cent of the total cost. *Please note:* We will not be able to coordinate rentals for non-staffed events.

In order to guarantee high quality service and event execution, should a client choose to coordinate their own rentals for a staffed event, we charge a consultation fee to look over and consult on your rental order. The fee is \$100.00 and includes up to three administrative hours.

Alcohol

We provide full bar service and can take care of purchasing, storing and chilling your liquor requirements. Our fee is 30% of the total cost based on consumption with a minimum charge of \$100.00. If you decide to manage your own liquor purchases we can provide guidance on amounts to purchase and recommend suitable wines to go with your menu.

Flowers, Décor, Music

We would be happy to look after arrangements for flowers, décor and/or music. Our fee is a 30% service charge.

Gratuity

There is a 18% gratuity charge applied to the food and beverage portion of your bill. If you choose to purchase your own liquor there is no corkage fee but gratuity will be applied to an estimate of the cost of beverages served. This gratuity is applicable only to catered functions and is divided up between all staff responsible for the success of your function.

Payment

In order to secure the date for your event we require a non-refundable deposit of 25% of the total quoted. Two weeks prior to the event we will require a second deposit of 50% of the total quoted – refundable up until 7 days before the event. The remaining balance will be invoiced after the event.

Please note there is a 2% service charge levied for all credit card payments.

Should another client show interest in the same date prior to payment of the second deposit we reserve the right to move the due date of the second deposit forward.

For corporate clients who order regularly, we can arrange to invoice on a weekly basis. Louis Gervais Fine Foods & Catering will expect payment within 15 days of receipt of the invoice.

Guest count

We require a final guest count 1 week prior to the event. After that time, we will do our best to accommodate increases. However, we are not able to accommodate decreases in numbers.