



## CATERING POLICIES

### *Payment*

Payment is made on-site at the time of delivery or via Square Invoice by all major credit cards. Payment **must** be received before an order is to be delivered; however, for pick-up orders payment is made at time of pick-up at the Blue Lemon location in which the order is placed.

### *Hours*

Catering orders (delivery or pick-up) are scheduled no earlier than 1 hour after opening and no later than 1 hour before closing, at each store; however, the earliest order in Ogden is 11 AM. (Please see website for store hours)

### *Delivery*

- 10% Delivery & Set Up fee (on subtotal) if delivery is within 10 miles from the closest Blue Lemon location. Minimum amount to qualify for delivery is \$150 (before taxes, fees and/or gratuity) on food and/or beverage costs.
- If the delivery location is **more than 10 miles but less than 20 miles**, there's a **20% delivery fee** rather than 10%.
- If your event is being hosted **more than 20 miles** from the closest Blue Lemon location, rather than our regular qualifying minimum of \$150, **the order must reach at least \$1,000** (subtotal) to qualify for delivery; there is also a **20% delivery fee** rather than 10%. Orders arrive at your requested time of delivery to set-up your catering order.

### *Supplies*

All catering orders include the following supplies: disposable plates, napkins, utensils; and if needed, cups. Serving utensils and supplies (e.g., disposable chafing dishes and serving tongs) are also provided, if needed.

### *Full Service*

- Catering orders do not include servers for your event. If you would like Blue Lemon staff to stay for your event, please let us know (price is dependent on guest count and duration of event). **An automatic 20% gratuity is included for this service.**
- If you would like real dishes, stemware, linen napkins, and flatware, we provide those services for an additional cost of **\$4/guest plus an automatic 20% gratuity.**

### *Amendments & Cancellation*

- Any food and/or beverage changes that need to be made to an existing order must be provided at least 24 – 48 hours prior to the order date; otherwise, we do not guarantee that we'll be able to accommodate your catering needs.
- Catering orders cancelled within a 24-hour period of the scheduled order will result in a 10% cancellation fee (on the subtotal). Exceptions may apply.

### *Deposits*

- A 10% deposit (on the subtotal) is required on orders of \$500+. Exceptions may apply.
- A \$50 security deposit is required for use of our beverage dispenser(s); non-refundable deposit if dispenser is damaged – must be returned in excellent condition.

### *Miscellaneous*

Please note, when wire chafing racks are provided for an order (Specialty Entrée Items), we offer Blue Lemon gift cards in exchange for returning the racks. It's simple: 1 rack = \$1. Please ask us for more details. Also, ask us about our **Loyalty Rewards Program** that we've established to give back to our loyal customers!