

 **Provide reception itinerary...**

This handy schedule keeps all parties abreast of when things are happening the day of the event from the time each vendor is to arrive on site to set up, to the arrival of guests, first dance, toast, cutting of the cake and much more! Each vendor plays an integral part in your special day and we must all be on the same page to ensure a smooth event.

 **Vendor Recommendations...**

Request our elegant extras list and take time to call some vendors on our preferred list which is available to client at tasting.

*Site Consultation &
Rental Coordinating Fees*

Site Consultation Fees are determined by event location (\$50.00 minimum). Bon Appetit is not a rental agency however, we will gladly assist in all rental coordination through a local Rental Company.

In addition, a **Rental Coordinating Fee** will be charged. This fee is 20% of the client's total confirmed rental bill with Rental Company (this fee does not apply to tents).

The Site Consultation Fee and the Rental Coordinating Fee will be invoiced on client's menu proposal from Bon Appetit. Client will be invoiced for all rentals by Rental Company and will be responsible for payment directly to Rental Company for rental bill.

If client does not wish to utilize this coordinating service, client must sign a waiver of liability.

Bon Appetit
RESTAURANT & CATERING

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Bon Appetit



RESTAURANT
& CATERING



*Site Consultation &
Rental Coordinating*

*Bon Appetit is Your One Stop Shop
for Any Special Event!*

*We are your caterer and party planner
all in one convenient package!*

*Take a look at what we have to offer
once you have confirmed with us.....*



Bon Appetit is Your One Stop Shop for Any Special Event!

With everything that you may have on your plate when preparing for your special event, why not have someone help you take care of the hassle. We like to ensure that every aspect of an event is prepared for in advance.

*It is very important that rental equipment is ordered, delivered and returned properly. **Laura Garst our Director of Catering** here at **Bon Appetit** will personally work with you and your rental company to ensure that proper equipment and quantity of equipment is ordered. All rentals will be invoiced directly between client and Rental Company.*

Our drive to make each event a success along with our acute attention to detail makes our Site Consultations and Coordinating Service the best! Once you are confirmed with us Laura will begin to discuss your event theme, display ideas the rentals needs in great detail. She will also inform you of any restrictions that certain venues may have on the set up of displays and buffets. She will work with you on choice of linen color, decorative display packages, diagram of set up and an itinerary.

We will stay on top of any menu or RSVP changes that may occur up until the day of your event and we will send timely invoice updates that will indicate deposits paid and deposits due.

Catering Consultation as needed via email, fax or telephone...

From the time you confirm with us our Coordinating Team is available to you 5 days a week 8:30-5 PM to answer any questions you may have regarding your catered event.

Event theme, set up and buffet display ideas...

All wedding caterings are eligible for a complimentary food tasting for up to 2 people. Bon Appetit must be made aware of any tasting over 2 people and client is responsible for a \$25 charge per additional person. Once you have booked with us this payment will be used towards your deposit. At client tasting you will have the opportunity to meet with **Gene Costa**, the owner himself, as well as Laura Garst, the Director of Catering. At this point we will make the Bon Appetit photo album available to you so that you can view many different buffet displays that may correlate with the theme of your particular special event. This album is composed of many fun filled ideas that will give you a feel for our presentation and examples of some of our past event set-ups.

Site Consultation/walk through at event venue...

This gives our Director the opportunity to meet with you, the client, personally at the location to discuss all aspects of rental needs and set-up requirements based on client ideas and suggestions from Bon Appetit.

Insure that set-up complies with sites' rules and regulations...

Every location has certain stipulations regarding set -up that the client may or may not be aware of. Bon Appetit will ensure that set-up adheres to all aspects of venue policies.

Provide detailed diagram of event set-up...

This diagram of guest seating and table arrangement ensures that each vendor along with the client are in sync with the set-up of the event prior to.