



ADDITIONAL CHARGES

Plastic Table Covering	Quoted Individually
Linen Table Covering	Quoted Individually
Linen Napkins	Quoted Individually
China and Silverware	Quoted Individually
Ice Service	Quoted Individually
Punch Fountain	Quoted Individually
Ice Sculptures	Quoted Individually
Floral Centerpieces	Quoted Individually
Balloon Decorations	Quoted Individually
Moon Walk and Games	Quoted Individually
Theme Parties and Event Planning	Quoted Individually

PAYMENTS & DEPOSITS

Billing arrangements for all events must be made in accordance with catering policies. There is a 50% non-refundable deposit on all catering parties. If client cancels the contracted food and beverage contract, the deposit can be used for a future event within a one year period. Party will be billed and payment is due in full on the day of event.

GUARANTEES

A four (4) business day guarantee is required on all meal functions. The catering office must be notified of the exact number of attendees for whom you wish to guarantee payment. For functions scheduled on Sunday or Monday, the guarantee must be received by noon on the preceding Tuesday. This number may not be reduced once it is submitted. Please note that a minimum attendance is required for some buffet selections and that buffets are designed for one hour. The Caterer will set-up and prepare extra over your guarantee by 5% with a minimum of 30 people.

MINIMUM FOR OFF-PREMISE CATERING

A \$500 food and beverage minimum is required for any event requiring servers and travel charge, policy is as follows: \$2.00 per mile based on round trip mileage. The \$500 minimum and travel charge policy does not apply to our drop-off catering services.

LEFTOVER FOOD

When we are on location to serve food, we usually carry more than we expect to serve. In adhering to Health Department and food liability regulations, we regret that we cannot allow any leftover food to be removed from the event site. We trust that you will understand and cooperate.

PROVIDING FOOD FROM OTHER SOURCES

Due to our liability insurance no food items prepared by anyone other than Catering by Cox are allowed to be served alongside our catered events. No outside alcohol or beverages of any kind will be permitted at the catered event where alcohol or beverages are being served by Catering by Cox.

SERVICE/LABOR

A 20% service charge will be added on all functions. Please call for bartender pricing and a customized proposal.

SIT-DOWN SERVED

Sit-down, served menus will be quoted on an individual basis.



CATERING BY COX, INC.
 Corporate Office:
 717 E. 17th Avenue
 Columbus, Ohio 43211
 P: 614.297.0735
 F: 614.297.0758

Please call 614.297.0735 for pricing and a customized proposal.

Ohio Sales Tax and 20% service charge are in addition to menu pricing.

*For booking information, availability or a facility tour, please call **614.297.0735** / Email: events@cbycox.com*