

# Delivery Procedure

- A) Deliveries will be made by CENTER TABLE employees and are our full responsibility.
- B) Deliveries will be at desired destination within (15) minutes of desired event start time
- C) Deliveries will only be made to events of (10) people or more.
- D) A delivery charge of (25) dollars will be charged for any deliveries over (30) miles of our facility.
- E) To ensure a successful delivery, we ask that you please provide building access and/or an unlocked delivery location at least 30 minutes prior to the event start time, as shown on the order. Adequate loading and parking arrangements must be confirmed prior to delivery.
  
- F) Please note that CENTER TABLE Catering does not provide tables for deliveries. Clients are asked to arrange for table setup or adequate counter space to be made available 30 minutes prior to the event start time.
  
- G) We asked that our clients ensure the safeguarding of all CENTER TABLE property and equipment dropped off at the event/delivery site. Any lost or damaged equipment are subject additional fees (no more than replacement value) and will be charged to the client's master bill.
  
- H) In compliance with health code regulations, perishable food items can only be presented for a maximum of four hours. Due to inventory controls, CENTER TABLE's equipment must be picked up within a four (4) hour period. It is our goal to pick up any equipment on loan within a one-hour window following the event end time, as indicated on the event order.
  
- I) **Please also make note of the following terms and conditions:**
  
- J) CENTER TABLE is not responsible for any clean up after an event. We will only pick up the equipment on loan.
- K) For any deliveries to outdoor or public areas, please ensure that the client or a department representative be present to receive the delivery and provide supervision prior to and during the event.
- L) We are very grateful for gratuities. It is our policy to use all money earned to go back into our program and be used to better our culinary training and community support.