

Thank you for considering Ryke's Catering! We are excited to provide you with quality taste and service for all your catering needs. Our products are locally sourced to create our delicious dishes. Below are confirmation and payment process, policies, and additional information to ensure a successful event.

Catering Confirmation and Payment Process:

- A non-refundable deposit of 25% of your estimated event price will secure your date. Your event price is based on estimated cost of goods. Pricing is subject to change due to market conditions.
- We accept cash, checks, and credit cards.
- Your event was priced at a 3% discount if paid by check or cash. Credit card payment will include an additional 3% charge.
- Please make check or money order payable to Ryke's Catering.
 - **Also, please indicate the event date on the check and bride's name or the event name.**
- All payments are to be made Monday through Friday between 8:00 am and 5:30 pm, and Saturday and Sunday from 8:00 am to 3:00 pm. Payments can only be processed through the Muskegon Ryke's location.
- A money order or check payment can be mailed or delivered to:

Ryke's Bakery, Catering, and Café
1788 Terrace St.
Muskegon, MI 49442

- All menus are final **30 days** prior to your event.
- Your event timing work sheet with a table layout is due **14 days** prior to your event.
- A final guest count is due **14 days** prior to your event.
- We are always able to **increase** your guest count up to **7 days** before your event, but unable to decrease your count due to products that have been ordered.
- Your final payment is due **7-10 days** prior to your event.
- If you have changes prior to your event, please contact us **immediately**.

Additional Information

- Allergen Statement:
 - Our facility has wheat, dairy, eggs, soy, cocoa, nuts, peanuts, yellow 40, and red 5.
- Additional labor charge may apply, depending on the increase or decrease of guest count.
- Leftovers:
 - We will package all remaining leftovers.
 - You are responsible for refrigeration for the leftovers, either a working refrigerator or a cooler with ice.
 - Ryke's Catering is not liable for improperly stored leftovers once we leave your event site.

Timing plays a big part in the success of your event. We can allow for a 30 minute delay according to your guaranteed event serving times. If time elapses, we will be forced to add a \$50.00 charge for each 15 minute period thereafter.

We are committed to a smooth and tasteful event.

Thank you,



catering@rykes.com ~ Main Line: 231-726-2253

Print Name: _____

Signature: _____

Date: _____