

# THE SOFO SPOON

LUXURY PRIVATE CHEF EXPERIENCES + EVENT PRODUCTION

Thank you for your interest in booking with us, we hope to make your event one to remember

## **Step One: Availability**

We begin our event coordination process by choosing the date of the event along with requesting the projected guest count. Dates and Chef requests are available on a first come first serve basis. We typically book weekend dates four to six weeks in advance. Dates are reserved once a deposit and signed contract are both received.

## **Step Two: Event Coordination and Inclusions**

Dinner parties under sixteen guests include all tableware including plates, flatware, and glassware. Charger plates, standard seasonal tablescape with votive candles, napkins, printed menus, homemade bread with flavored olive oil for the table, and table water are also included. Tableware rentals for events beyond sixteen guests will be added to the contract to ensure that we are fully equipped to serve the meal.

We will assess the number of staff members necessary to execute the event inquiry. Please inquire about bartending services.

Outdoor tents and full event set up is available upon request through our trusted rental partners, please inquire. We also work with photographers, florists and entertainment companies, please inquire about these services.

## **Step Three: Menu Coordination & Dietary Restrictions**

To begin the menu planning process, clients will choose the type of meal they would like served:

**Plated:** Starting at four courses, each dish is individually plated and served per guest. The minimum course amount is four and courses can be added as the client sees fit to extend the menu or to create a tasting experience.

**Family Style:** Includes large platters of food on the table for self service. This meal includes a choice of one salad, two proteins, one vegetable, one starch, one pasta, and one dessert which is plated individually.

**Cocktail:** Cocktail parties include a cheese and charcuterie grazing station plus six to eight passed hors d'oeuvres and two passed desserts.

**Buffet:** Includes classic chafing dish style buffet service. Recommended for larger guest attendance events only. This meal includes a choice of one salad, two proteins, one vegetable, one starch, one pasta, rolls with butter.

All menus and events are completely customizable. Please let us know if there is a specific theme/cuisine or proteins you absolutely love so we may include it in your options. Coffee & Tea services are available upon request for no additional charge.

Please alert us if there are any food allergies or restrictions in your group so we may alter the menu for that guest. Once your menu is chosen, we will make an alternate version of that menu for the dietary need. We are happy to accommodate any and all food allergies and dietary restrictions. We are experienced in but not limited to: Vegan, Vegetarian, Gluten Free, Dairy Free, Nut Free, Soy Free and have access to Kosher & Halal protein options.

#### **Step Four: Contract Issuing**

Once steps one through three are agreed upon, we will draft a contract for signature and will require a 50% deposit. Deposits methods and directions will be included on your contract.

#### ***Additional Information, Policies & Services:***

##### **Gratuity Policy:**

Gratuity is not added or included in our price structure. Gratuity is at the discretion of the client. Suggested gratuity is 10-15% of the total contracted amount.

##### **Pricing & Payment Information:**

All events are quoted at a per person rate. A typical menu ranges from \$100-\$185 per person dependent on the menu style chosen. The per person rate includes all food/groceries, service day of, and clean up. All events incur a 20% administrative fee assessed on the contract unless otherwise noted. This amount is charged to offset the cost of planning and executing the event which includes menu development, liability insurance, and additional miscellaneous administrative costs. This charge is not purported to be a gratuity. This amount is not distributed as a gratuity to the workers who provide services. All events taking place in Manhattan and New Jersey will incur a \$150 travel fee. All events require a 50% deposit at the time of booking. All contracts include a credit card authorization that must be signed by all clients. Once all of the information is provided and agreed upon, a written contract with the terms of your event will be provided. Event dates are secured once a copy of the signed contract and deposit is received.

##### **Dinners For Two:**

Long Island based events of two are a flat rate of \$600 with the administrative fee waived. Westchester, Upstate New York, New Jersey and Connecticut based events of two are a flat rate of \$750 with the administrative fee waived. This includes a four course menu. We do not accommodate dinners for two on Saturdays during our peak seasons.

##### **Chef For Hire Services and Meal Preparation Services:**

Chef for hire and meal prep services are available at a day rate based on location plus the cost of groceries. Chef for hire services are a great option for long term stay clients who want to have consistent meals served for an extended period of time. Meal prep services are prepared onsite and food is stored away for later use.

##### **Staffing:**

All events will be staffed accordingly included but not limited to Assistant Chefs, Maitre'd and Event Assistants based on the number of guests and complexity of the menu. Bartenders are available upon request. We respectfully decline to work with outside staffing agencies.

##### **Cancellation Policy:**

Clients reserve the right to cancel any event up to four weeks prior to the event date for any circumstance for a surcharge of 25% of the total contracted amount. Cancellations made outside of this window will result in the complete forfeiture of the deposit paid unless extenuating circumstances occur such as inclement weather, natural disasters, major emergencies, or regulations put into effect by local, state and federal governments in direct

reference to pandemics. The Sofo Spoon reserves the right to reschedule or cancel events made during inclement weather, natural disasters, or major emergencies with a full refund of deposit issued. Clients reserve the right to postpone or reschedule their event depending on availability without infractions. Menu items may be added, swapped, or changed up to one week prior to the event with no infractions. The final guest count is due no later than 72 hours prior to the date of service. Clients are committed to paying the balance of the event based on the final headcount given 72 hours prior, deductions for no-show guests will not be made and the client will keep leftover meals.

**Media Release:**

We respectfully request that all clients allow The Sofo Spoon, LLC utilize any media content collected during events. This includes but is not limited to photos, videos, and sound of the event performed in the terms of their contract. The use of collected imagery of our events are strictly used as promotional materials to showcase our work. Under no circumstances will client's personal information be released. Please make us aware if you or your guests prefer not to appear personally on social media.

**Weddings + Large Event Coordination/Services:**

Weddings and large scale events have a slightly different booking process than standardized dinner parties. Our process is to schedule a call to discuss the overall vision and budget for your event. From there, we will create customized proposals that fit your needs.