



### ***Full service catering***

Locally owned, Goodrich Gourmet Catering Company is a fully insured and licensed caterer based in the West End of Richmond, Virginia. Through our drop-off catering division we feed an average of 300 people each weekday in metropolitan Richmond and the surrounding areas. With our full service division, we have catered events for up to 300 people, from New Kent to Charlottesville. Our professional service staff can take care of setting up your event, caring for your guests, maintaining food displays, serving beverages, and cleaning up after the event ends.

### ***with a passion for food,***

Using only the finest ingredients, our menus offer a variety of items from many different cultural backgrounds. We create food that tastes great, looks appetizing, and impresses your guests. We call our offerings: *gourmet comfort food*. Cuisine that pleases the palate as well as the soul.

### ***a dedication to service,***

From your initial contact with us to the end of your event, our goal is for every client to receive stellar customer service. Whether you are planning a 200-guest wedding reception at a winery in Charlottesville, or an intimate dinner party for 15 in your home, we can help you every step of the way. Our professional Event Coordinator will help you with questions about your venue, décor, floorplan, menu, or rentals. With our rental partners, we can arrange for those special touches that will make the event uniquely yours: linens, china, glassware, tenting or even a dance floor.

### ***and a reputation of excellence.***

The best compliment we can receive is your referral to a friend. We want to exceed your expectations, so you will feel confident contacting us for your next event, and passing our information to your friends. Our many repeat customers and positive client reviews tell the story of our success.

## ***How to book Goodrich Gourmet Catering Company for your event:***

### **Decide what style of event you would like to have:**

***Stationary heavy hors d'oeuvres display:*** the most casual style of food service, and typically without seating for all guests. The food served can be eaten sitting or standing, with fingers or a fork.

***Passed hors d'oeuvres:*** an elegant addition to any event menu and may require additional serving staff.

***Buffet Entrées:*** the most popular style of event food service. All food offerings can be served from the buffet, or some courses, such as the salad and dessert, can be preset on the guest tables.

***Plated Entrées:*** the most formal style of food service. Guest tables are set with flatware, glassware and napkins, and all courses are served to the table. This service style is recommended only for venues with large kitchen/food preparation areas, and events with fewer than 150 guests.

***Action Stations:*** often combined with heavy hors d'oeuvres or buffet entrées. An Action Station such as a Carving, Grilling, or Sauté station (or even an Ice Cream Bar!) adds flair to any event. A Chef Attendant is required for all Action Stations.

### **Request a proposal**

Using our event menu, choose the items you think you would like to serve at your event. Email your selections to **Info@GoodrichGourmet.com**. Be sure to include the date, time and location of your event, an approximate number of guests, your estimated catering budget, and any other services you would like Goodrich Gourmet to provide (such as bartenders or rentals).

### **Schedule a tasting appointment**

Once you approve the proposal, we will schedule a tasting of three to four items from your menu selections. Tastings typically take place on Thursdays at 6:00pm, and are complimentary for two people. This appointment also gives us a chance to meet in person and discuss any questions you might have.

### **Sign a contract**

After you have your questions answered, and have decided you would like to book Goodrich Gourmet Catering Company for your event, we will send you a contract. The contract protects both parties and outlines the responsibilities of each. You must send a copy of the completed, signed contract back to us.

### **Pay the deposit**

To reserve Goodrich Gourmet for your event, we require payment of a \$500.00 nonrefundable deposit. This deposit will be credited towards your total event cost. You may still make changes to your menu, guest count and services, just not to the event date.

## ***Additional services available from Goodrich Gourmet Catering Company:***

### **Professional Event Coordinator**

Our Goodrich Gourmet staff Event Coordinator is available to answer any questions you might have about your venue, décor, menu, or rentals. Our Event Coordinator can meet with you at your event location, to discuss the room layout and food service with you.

### **Serving Staff:**

Our in-house servers are professional and friendly. The standard uniform is black slacks and bistro aprons, with black or white button-down shirts. The charge for each server, bartender and action station chef is \$150.00 and includes up to 30 miles of travel to and from the event, and up to five hours of setup and service. Additional hours are \$25.00 per person. Server to guest ratio is determined by several factors, including menu, use of disposables or china, and amount of setup needed.

***China plates and glassware event:*** one server per every 25 guests.

***Disposable plates and drinkware event:*** one server per every 40 guests.

***Plated event (china or disposable plates):*** one server per every 15 guests.

***Passed hors d'oeuvres:*** one additional server may be required for every passed food item.

***Bartenders:*** one for every 60 guests for a full service bar.

### **Beverage Service**

***Alcoholic:*** we recommend our clients arrange for a one-day ABC license, purchase their own alcohol and bar supplies, and simply hire our bartenders to serve your guests.

***Nonalcoholic:*** we offer hot and cold beverage options which can be full or self service, or family style with pitchers on each table. Full tableside beverage service may require additional servers.

### **Rentals**

Through our rental partners, we can arrange for any of your rental needs from tents and lighting to glasses and forks. If you decide to handle the rentals yourself, please check with your Goodrich Gourmet Event Coordinator on the number of individual items needed (how many forks, glasses, plates, etc.), as well as what tables and linens are needed for your food and beverage service.

### **Food Service Coordination Fee**

A 7% coordination fee is charged on all food and beverage subtotals and includes food service pieces such as chafing dishes, fuel, beverage dispensers, food platters, and serving pieces.