



Restaurant Salaam  
21 W. Washington Street Athens OH 45701  
[www.restaurantsalaam.com](http://www.restaurantsalaam.com)  
[restaurantsalaam@gmail.com](mailto:restaurantsalaam@gmail.com)  
Hilarie's cell: (740) 707-2167  
Restaurant: (740) 594-3800

## RESTAURANT SALAAM CATERING POLICIES & GENERAL INFORMATION

### BUDGET

- You'll want to decide on what your budget per person will be. We don't have hidden/extra charges; everything will be spelled out and included on the proposal we will send you after meeting or speaking on the phone about your event. However, when we provide service personnel for an event, a delivery and service charge of 20% of the total is required. There will also be state sales tax on that portion (the service and delivery) of the bill.
- If we deliver and/or set up food, but do not stay to serve it or maintain a buffet, there is a charge of \$20 for delivery within the city limits of Athens, and \$30 if delivery is outside the city limits. There is no service charge, but you are encouraged to tip if you are pleased with the delivery and setup we provided.
- We generally do not require a deposit for catered events, although we reserve the right to do so.
- Payment is due the day of the event, unless other arrangements have been made.
- If your event runs overtime, we generally do not impose an extra fee, but reserve the right to do so.
- If you are using our china, flatware, glassware, chafers, serving platters or other items, they'll be included in the price we quote you (we can supply these items for up to 200 guests for offsite catering. We can cater larger events, but only if recyclables/compostables are used.) If you prefer to rent items elsewhere, but we are responsible for cleaning them, we will charge a fee for that service.

### EXPERIENCE

Hilarie Burhans has catered events large and small for over 35 years, and has worked as a Culinary Arts instructor, private chef, and executive restaurant chef. Attention to detail is a hallmark of our catering team at Restaurant Salaam. We have catered wedding receptions for up to 450 guests. References are available upon request.

### LICENSURE

Restaurant Salaam is fully licensed through the Athens City/County Health Department for catering, and maintains \$1,000,000 in liability insurance. We can supply a copy of our Level IV (catering) license and a Certificate of Insurance, if necessary.

## **ALCOHOL**

Some venues will require you to purchase beer and wine through them (if they have a license.) For other venues, while we may not sell beer or wine AT your event, we are allowed to legally sell it to you at our restaurant for carryout, and then serve it to your guests at your event. We're happy to consult with you concerning your options for alcohol to be served at your event.

## **RENTALS**

We do not supply tables, chairs or table linens; you'll have to rent those elsewhere. We can however supply plain white china dishware, nice flatware and glassware for up to 200 guests, and have several folding tables we can bring for use as serving tables if necessary. We don't quote separately or rent these items separately. If together we determine that these items are needed, they'll be included in your proposal as part of the cost per person. We also do not supply items such as chocolate fountains and so forth. If you are renting tables and chairs (or if you are using the tables and chairs provided by a venue) you must place the tables and chairs in the positions where you want them before we arrive to set tables.

## **GUEST COUNT**

When we initially meet to plan your event, a very general headcount of guests is needed. We generally need a final count a couple of days before a small event. For a large event, we will need the number of guests at least a week in advance, and after that point, we will not be able to decrease the number we will charge for. However, if you have extra guests, you will be billed for those as well.

If you have musicians, photographers, etc. present at your event who will be eating the food we provide, please be sure to include them in your headcount. (Restaurant Salaam personnel do NOT need to be included in the guest count, of course.)

## **MENUS**

If you have specific dishes you have enjoyed at Salaam which you'd like to serve at your event, this may or may not be possible. Some foods, such as kabobs, do not hold or travel well without loss of quality. But there are many other options for dishes which are NOT on the regular Salaam menu that work well for catering. We tailor options to the specific event, which is why you are not being supplied with a pre-printed menu of catering dishes with prices. Every event is different, every client has different wishes, and we're happy to tailor our offerings to your needs.

We have considerable experience in providing meals for guests with special dietary needs, and there is no extra charge for this.

## **SERVING STYLES**

We provide three types of meal service, and combinations thereof.

- Buffet (generally the least expensive): the items are placed in serving dishes and/or chafers and guests go up to the serving table and either serve themselves or are served by Salaam staff (depending on the menu items chosen). There can be one, two or more serving lines, depending on the number of guests. Hors d'oeuvre-only events are generally buffet (sometimes

spread out so that there are several “stations” for the items) or a combination of some buffet and some passed hors d’oeuvres.

- Family style: the dishes are placed on each guest table, and guests serve themselves. We can provide this type of service for parties of under 100 guests.
- Table service (generally the most expensive): Dishes are plated in the catering area or kitchen, and servers place them before each guest.
- Combination: Occasionally a combination of styles is used. For example, a salad or soup may be plated and served, then guests go up to the buffet to serve themselves the main course, and a plate of baklava is brought to each table. This may or may not be possible with your menu.

We are happy to cut and serve your wedding cake if you like. There is no additional charge for cake cutting.

### **WAIT STAFF DRESS CODE**

We do not wear uniforms, but wait staff wears either all black, or black bottom, white shirt. We also generally wear black and white striped aprons.

### **STAFF-TO-GUEST RATIO**

We reserve the right to determine the number of staff members necessary to serve your guests. Rest assured that we will take good care of you!

### **CONTRACTS, REFUNDS, and CANCELLATIONS**

While we are happy to send you a proposal that serves as a contract if you accept it, we do not insist that you sign a formal contract. If you have to cancel your event, please let us know as soon as you do! As we generally don’t ask for a deposit, we’re relying on your integrity to not leave us hanging. If the cancellation is last-minute and there are perishable foods which have been purchased for the event and can’t be used at the restaurant, we will expect compensation for the cost of the ingredients plus the cost of labor already used to prepare them.

### **TASTINGS**

Many wedding websites and magazines urge you to have a tasting to help you choose food for your event. Some caterers will ask you to come in for a free tasting, and some will charge a fee. However, some caterers do not provide tastings at all, and we are in that category. Frankly, in urban and more affluent areas, caterers charge considerably more than the market will bear in our area. It is not financially or logistically feasible for us to provide tastings of the very wide variety of dishes available for your event. If you wish to come into the restaurant when we are open, and try selected items that we have on the regular restaurant menu, someone on the catering staff will be happy to arrange this. We’re also happy to show you photos of dishes served at previous events, and supply you with references for events we have catered. In general, though, we ask you to trust us and trust our expertise and experience.

## **LEFTOVERS**

Like most caterers, we prepare extra food for unexpected guests and to feed our staff. You are paying per person, much like you would at a restaurant, and therefore how the unserved food is dealt with is up to us. We're well aware that some brides/grooms/hosts are not able, for various reasons, to eat much during the event. We therefore bring to-go containers so that they will have a nice sampling of the meal to enjoy later in the evening or the next day. If there are leftovers beyond that that we would be unable to use, we will certainly offer them to you if they have not spent too long out at room temperature to be safe if served. If you do not want them, we usually donate them to the John Clem house (a drug rehab halfway house) where they are much appreciated. If larger quantities are left over, we sometimes donate them to Athens Food Rescue.

## **CLEANUP**

If we are providing only drop-off and set-up of items, you must bring the serving items back (dirty is fine) within 48 hours of the event. If we are providing service personnel for your event, we will remain at the venue until everyone is finished eating and all of our service items and dishes have been cleared by our servers. We do not necessarily stay at the venue until the end of the event if the event continues for some time after all food has been cleared. If your event is to continue for some time after dinner, we will clear away our items and replace drink glasses with disposable cups before we leave, and can return the next day to the venue to pick up any remaining odds and ends.

## **QUESTIONS?**

We hope this document answers some of the most common questions about our catering services. However, we can't have thought of *everything*, so do feel free to call Hilarie at 740-707-2167 if you have any questions about your event and our services.