

## **ORDERING GUIDELINES**

Responsibly sourced and thoughtfully prepared menus  
designed to make holiday entertaining easy

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### **Things to Know When Ordering**

#### **Included**

Prices displayed accommodate weekday breakfast and/or lunch quantities;  
Please contact AVALON for dinner pricing and any additional requests.

All menus include chafers with sterno, platters, bowls and serving utensils, where applicable.

All menus include compostable plates, guestware, utensils, napkins & cups.

China, flatware, glassware & linen napkins are available upon request;  
an additional fee will apply.

Non-disposable equipment, including chafers, coffee equipment,  
platters and serving pieces will require an additional pickup charge.

Professional service staff, floral arrangements, and tables & chairs are available upon request;  
an additional fee will apply.

#### **Ordering Minimums + Availability**

Standard delivery days are Monday through Friday, standard event times are as early as 6:30am arrival  
time and as late as 3:30pm arrival time.

For standard event times, a minimum order of \$300 for food is required  
exclusive of production charges, delivery charges, additional equipment, service and tax.

For non-standard event times, a minimum order of \$500 for food is required  
exclusive of production charges, delivery charges, additional equipment, service and tax.

An additional delivery charge will be applied for  
delivery times that occur prior to 6:30am and after 3:30pm.

Deliveries are not available on Saturdays and Sundays.

Delivery services are subject to availability.



### **Ordering Deadlines**

To secure your delivery, please confirm your order at least three business days prior to your event start time. This is also the deadline for revisions.

Holidays require an additional business day's notice.

Approved rush orders are subject to a 20% rush charge and menu selections may be limited.

Once your final guest count has been confirmed, only guest count increases may be accommodated. Please see your Event Specialist for availability.

Cancellations that occur after final event confirmation are subject to a 100% cancellation fee.

### **Additional Information**

An additional charge may be applied for deliveries outside of the perimeter.

Prices do not include production charges, delivery charges, additional equipment, service, tax or gratuity.

Delivery services are subject to availability.

