



PO Box 971212, Orem Utah 84097

Utah County (801) 368-7296 | Salt Lake County (801) 815-8538 | Fax (801) 228-2459

Landmark II Policies and Procedures

Menu Pricing

Prices are based on groups of 40 or more guests. For groups under 40 additional charges will apply.

The listed menu pricing reflects a meal that is served buffet style, but is charged by the plate. Landmark II chefs will figure in an extra percentage to ensure that there is enough for those in attendance and guests who did not RSVP.

The pricing also includes all eating utensils, i.e.: Heavy chinet paper plates, clear plastic cups, silverware, & paper napkins. For receptions, we use heavy clear plastic plates and a clear plastic fork & knife.

For formal service, the additional costs are as follows:

- \$3.00 per person (reception), glass goblet, plate and silverware
- \$4.00 per person (Full Meals), glass goblet, dinner plate, salad plate, dessert plate, silverware & linen napkin.
- Table Linens: \$5.00-\$10.00 per linen depending on size and color.

A 7.3% sales tax and 17% gratuity will be added to all events ordered.

Pricing is subject to change as our costs of goods rises.

Servers

Servers are provided free of charge for our buffet service for the duration of one hour. Each additional hour, there will be a charge of \$18.00 per server.

Servers for plated sit down service will be an additional \$20.00 per server per hour. (Ratio is one server for 20 guests)

Payment

Payment for each function is due in full the day of your event, unless other arrangements are made.

Methods of payment accepted by Landmark II: Checks, Cash, Credit Card (Visa, Master Card, American Express), and Purchase Orders (net 10 days).

All events ordered must be secured with a credit card. For groups larger than 150, a 40% deposit will be required two weeks prior to the event.

Guarantee

Menu selections require a minimum guarantee regardless of the number of persons served.

Menu selections are to be made at least 10 days prior to your event.

A guaranteed number of attendees are required 5 business days prior to your event. Should the number of your attendees decrease after this deadline, you will be charged for the guaranteed number.

We can accept an increase in attendees up to 24 hours prior to your event.

Dietary Needs

Specialty meals for dietary needs may be arranged. The exact number must be specified with the guaranteed attendance.

Change and Cancellations

Cancellations must be made only through the sales department between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday, 14 business days prior to your event date at (801) 368-7296 Or (801) 815-8538. If cancellation is done after the 14 days, your deposit will be forfeited.

Event Time

When you request a serving time for your meal, we ask that you are prompt and meet that time also.

Non-Consumed Food

At the conclusion of your catered event, the non-consumed food becomes the property of the catering company. Due to health department codes, leftover food may not be removed from the event area.

Misc.

Any catering service equipment that is taken from the event area by the event attendees will be charged accordingly to your credit card on file.

Landmark II Nutritional Food Services