

ORDERING GUIDELINES AND POLICIES

Advance Notice

Please allow 48 hours notice when placing orders.
Any changes must be received 24 hours prior to event.
We will do our very best to accommodate your last minute catering needs.

Minimum Order

A minimum of ten persons is required except where noted.
Reception menus require a minimum of 25 persons.

Cancellation

Orders may be cancelled by 10:00am on the business day prior to your event without penalty.
Orders cancelled due to inclement weather must be cancelled by 10:00am the business day prior to your event.

Delivery

Corcoran Caterers delivers to the entire Washington/Baltimore Metropolitan Area.
A minimum of \$40.00 will be charged for delivery. Please check with your sales representative for delivery costs to your area.
A \$30.00 charge will apply to those orders requiring pick up of equipment.
Hours for Corporate Menu – 7AM – 5 PM, Monday thru Friday. After those hours additional charges may apply.

Presentation and Disposables

All ready to serve menu items will be sent on disposable platters.
Hot menu items come complete with chafing dishes.
Disposable serving utensils are included for all meals.
Disposable plates, eating utensils and napkins may be purchased for \$1.50 per guest.
Boxed Meals can be arranged for an additional \$1.50 per meal.
Disposable To-Go Kits consisting of lidded aluminum pans and plastic containers can be purchased for \$6.00.

Event Planning

We are pleased to offer full event planning services, including site selection, menu design, floral arrangements, lighting, entertainment and transportation.
Please contact your sales executive for details.

Equipment

Corcoran Caterers offers a full line of china, stemware, silverware, stemware, linens and theme décor.
Please contact your sales executive for details.

Service

Our professional and experienced staff, including chefs, waiters, bartenders and coat checks are available for your service.
Please contact your sales executive for details.

Tax

Appropriate sales tax will be added to each order.

Methods of Payment

We accept checks, Visa, Mastercard and American Express for the payment of deposits and invoices.

Price Fluctuations

Based upon unexpected vendor cost increases, price fluctuations may occur as necessary.

Substitutions

Certain foods are subject to seasonal availability. We reserve the right to offer substitutions where necessary.