



# TWELVE BASKETS

—CATERING—

## HOW FAR WILL YOU TRAVEL?

*Minimums vary depending on time of year and choice of service. Please contact our office for more detailed information.*

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*Due to the nature of food service, we travel within a 60 mile radius from our Kirkland location as to ensure the freshness and quality of our product. We do not travel anywhere requiring ferry access.*

*For a list of some amazing venues in the area that we cater at on a frequent basis, click [here](#)*

## WHEN SHOULD I BOOK YOU TO CATER MY EVENT?

*Always call to see if we are available! For corporate and social events, please let us know at least three (3) weeks in advance. For weddings, six (6) months' notice is preferred. Of course, the further ahead you book, the better we can serve your needs!*

## HOW DO I RESERVE AND PAY FOR YOUR SERVICES?

*To reserve your date, we require a non-refundable 25% deposit of the estimated total and a signed contract (if you are booking your event within two weeks or less of the event date, we require a 50% non-refundable deposit along with a signed contract). Sixty (60) days before your event date is when 50% of the total is due, which is also non-refundable. The remaining balance is due two (2) weeks before the event date along with final details, guest count, and any other pertinent specifics. Special arrangements may be made for corporate businesses needing differing payment schedules.*

## DO YOU PROVIDE WEDDING CAKES / CUTTING?

*While TBC does not provide traditional wedding cakes, we do provide complimentary cake cutting! We work with many wonderful bakers whom we would love to recommend. If you're interested in something different, we have an extensive list of delicious bites and treats for a fun dessert station in lieu of the traditional wedding cake! See our Dessert Menu [here](#)*

## WHAT ABOUT LOCAL / ORGANIC / SEASONAL MENUS?

*For forty years, Twelve Baskets has been a supporter of locally sourced and organic foods. We always offer seasonal produce and local meat and seafood when able!*

## DO YOU OFFER PRIVATE TASTINGS?

*Private Tastings are available for up to four (4) people by appointment with your Event Specialist. Please allow 2-3 weeks' notice. Tasting fees may or may not apply for your event. For more information, please see our Tasting Policy.*

*We also participate in Open Houses and Wedding Shows/Tours throughout the year, so see our blog or Facebook page for details or speak with your TBC Event Specialist to see where we will be showcasing our food next!*



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## **DO YOU HAVE MENUS FOR DIETARY RESTRICTIONS?**

*Yes! If you are vegetarian, gluten free, dairy free, vegan, Kosher, have a food allergy, or anticipate any guests with severe food allergies or dietary concerns to be at your event, please let your Event Specialist know so that we can work with you to create the perfect menu. However, we do not claim that our food is free from allergic contaminants in our kitchen. Our kitchen does cook with wheat, soy, dairy, eggs and nuts.*

## **CAN I HIRE OUTSIDE / ADDITIONAL FOOD VENDORS?**

*We do work with additional food vendors or food trucks at events – though their product must be placed on a separate table, or at the very least labeled with the vendor's information. We suggest using an insured and licensed food vendor whenever possible!*

## **WHAT ABOUT ALCOHOL?**

*If you wish to serve alcohol at your catered event, the State of Washington requires a licensed bartender for any public venue, whom we are happy to provide. Our bartenders are friendly, professional and the best asset to your event.*

*When it comes to purchasing alcohol, Twelve Baskets Catering has several options available to you -choose one of our fabulous drink packages or provide your own! Some venues in the area require the use of their own alcohol packages, so be sure to consult with your venue when you book.*

*Should you wish to store your own alcohol with us (and pending space availability) and have us transport it to the event for you, we do charge a storage/transport fee based on the volume of stored items. This also requires that we bartend for your event.*

*For more information, please see our full [Alcohol Policy](#)*

## **ARE YOU INSURED?**

Twelve Baskets Catering is licensed by the State of Washington and is covered by C Don Filer Insurance.

## **WHAT ABOUT RENTALS?**

*Twelve Baskets Catering has limited supply of our own rental ware such as white china plates, flatware, glassware, linens, etc. These items are available on a first come, first served, basis. Once our inventory has been assigned and is no longer available, or if other specific rentals are required, we work closely with Cort Party Rentals to make sure all your event needs are met.*

*We also have some wonderful unique specialty items available to rent including, vintage barn doors, gold mercury glass candle votives, vintage mismatched china plates, photobooth props, handmade bunting flag strung banners, easels, etc. Speak with your TBC Event Specialist for more information.*

*For a list of some amazing event professionals to help with your event, check out our vendors page!*



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## WHAT SERVICES DO YOU OFFER AND WHAT IS THE COST DIFFERENCE?

**\$ PICK UP:** *low stress, just swing by our location in Kirkland and pick up your order!*

*(Disposable platters only)*

**\$\$ DELIVERY:** *we'll bring your food to you and leave the rest to your design!*

*(Disposable platters only)*

**\$\$\$ FULL SERVICE:** *we provide delivery, event set up, transition, food and beverages, service, break down, and retail coordination.*

*We have various styles of food and beverage services\* which will also determine the price levels. See the differences below:*

**\$ BUFFET:** *guests will walk up to a table where they are able to pick up their plate and decide what items they would like best.*

**\$\$ FOOD STATIONS:** *multiple tables are set around the event space with various food selections for guests to choose from.*

**\$\$\$ FAMILY-STYLE SERVICE:** *guests are seated at their tables and our staff will bring platters of food to each table and the guests will serve themselves and pass the platters around the table.*

**\$\$\$\$ PLATED MEALS:** *guests are seated at their tables and our staff will bring individual plates of food to each guest based on a pre-determined menu choice.*

*\*adding tray passed hors d'oeuvres or desserts will be an additional cost*

## CAN I CANCEL MY EVENT?

*For cancellation up to ten (10) days before the event date, any deposit made or required payments due are non-refundable (see payment schedule of due dates above). Nine (9) days or less from the contracted event date, we reserve the right to charge the entire estimated total balance of your event. If you choose to cancel your event within the nine (9) day period, you may make arrangements at that time to plan to pick up your food on to-go platters on your event date if necessary or we can donate it to the Union Gospel Mission of Seattle.*

*All cancellations require verbal confirmation (not a voicemail) as well as written notice. Please verify on your written notice, via email or mail, the Twelve Baskets' representative's first and last name with whom you spoke to regarding your cancellation. If you need to cancel within three (3) business days prior to your event and you are unable to reach us at 425-576-1000 please call our emergency cell at 206-399-6618*

## WHAT ARE THE TAXES AND FEES?

*Washington State sales tax is applied to every event, and the tax rate varies depending on where your event takes place. An administrative Fee is also included in your event total which covers the cost of selling, scheduling, organizing, and coordinating catering related aspects of your event. It also covers general administrative and overhead costs involved in processing your event needs. This Admin Fee is not a tip to the service staff who work your event. Gratuities are not included in our contracts unless requested. We do pay our staff a comparable industry standard hourly wage for their work. If you would like to tip the service staff you may do so at the event or afterwards at your sole discretion. If you do choose to include a gratuity in advance, please indicate the dollar amount or percentage of subtotal with your TBC specialist.*



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## WHAT ABOUT LEFTOVERS?

*Twelve Baskets provides to-go containers for our clients to take home any leftovers from their event. However, if you do not wish to keep any leftovers, we donate to the [Union Gospel Mission of Seattle](#).*