

ON BOARD

HOSPITALITY MANAGEMENT

CATERING PACKAGES | BAR + EVENT SERVICES

-  555 FAYETTEVILLE STREET,
27603 RALEIGH, NC
-  INFO@ONBOARDHMG.COM
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-  ONBOARDHMG.COM



CATERING PACKAGES



ALL PACKAGES REQUIRE A 25-GUEST MINIMUM.
FIRST CHOOSE A CATERING PACKAGE AND CHOOSE A MEAL

FORMAL TABLE SETTING RENTALS

White Linen Tablecloth
White Cloth Napkin
Water Glass
Dinner Plate
4 PC. Silverware
Gold or Silver Charger
Centerpiece Mirror
Glass Vase w/ Floating Candle

SERVERS

20% Service Charge
Staff Provided By:
OnBoardWorkforce.com
Buffet: 1 Server per 25 Guests
3 Hours Set Up
5 Hours Service
2 Hours Clean Up

CAKE CUTTING CEREMONY RENTALS

\$1.50 Per Person
White Linen Tablecloth
Chef Service
Glass Plates
4 PC. Silverware
Cocktail Napkins

PLATED/ ACTION STATIONS/ FAMILY STYLE

Chef on-site/ Venue to Plate Up Food
1 Cook per 50 Guests
5 Hours Minimum
Plated: 1 Server per 20 guests
Cooks Required to Man Station(s)
\$20 Per Hour Server - Additional Staff
\$25 Per Hour Chef on -site -
Additional Staff

CHAMPAGNE GLASS RENTAL

\$0.75 Per Glass
Complimentary Bride & Groom
Glasses

CHOOSE 1

SOCIALIZING | \$29++

Charcuterie Grazin' Table

ACTION STATIONS | \$49++

6 Hor D'oeuvres Station (Hot or Cold)

SOUTHERN CHARM | \$49++

Salad

2 Meats

2 Sides

2 Beverages

Bread

PASSPORT TO ITALY | \$49++

Salad

2 Meats

2 Sides

2 Beverages

Bread

LATIN FLAVOR | \$49++

Salad Bar

2 Meats

Taco Bar

2 Beverages

THE EXECUTIVE PACKAGE | \$59++

Charcuterie Grazin' Table OR 2 Hor D'oeuvres (Hot or Cold)

Salad

2 Meats

2 Sides

2 Beverages

Bread

COLD HORS D'OEUVRE

A LA CARTE \$8 PER PERSON

- Chips w/ Salsa & Avocado Deviled Eggs
- Crab Dip with Pita Chips
- Assorted Cheeses & Cracker Display
- Fruit Display & Strawberry Yogurt Dip
- Vegetable Crudites
- Tomato, Basil & Mozzarella Bowl
- Antipasto Platter
- Grilled Eggplant
- Cheese Fundo
- Cocktail Sandwiches
- Choice of Ham, Tuna, or Turkey California Rolls
- Fresh Guacamole and Tortilla Chips
- Pate with Garlic Toast
- Bruschetta w/ Caviar
- Hummus



PREMIUM COLD HORS D'OEUVRE

ADD - ON OR SUBSTITUTE

- | | |
|---|----------------------------------|
| Caprese Skewers (Tomato, Basil, Mozzarella) | A LA CARTE \$10 SUBSTITUTE \$2 |
| Shrimp Cocktail | A LA CARTE \$12 SUBSTITUTE \$3 |
| Oysters | A LA CARTE \$10 SUBSTITUTE \$8 |
| Charcuterie Grazin' Table | A LA CARTE \$14 SUBSTITUTE \$7 |

*Imported cheeses, cured meats, breads, crackers, fresh fruit, vegetables, nuts, spreads, & jams

*All menu items are subject to a 20% gratuity and applicable sales tax

*VEGETARIAN | Add any Hor

HOT HORS D'OEUVRE

A LA CARTE \$8 PER PERSON

- *Warm Pumpernickel Bread and Spinach Dip
- Carolina BBQ Sauce Pork Sliders
- Salmon Croquettes
- *Grilled Portabella Mushrooms with Parmesan Cheese
- *Spring Rolls (pork, chicken, or vegetable)
- Petite Quiche
- Swedish Meatballs
- BBQ Meatballs
- Chicken Tenders
- Sesame Chicken Skewers
- Beef in a Blanket
- *Spanakopita
- *Baked Brie
- Mini Beef Empanadas
- *Spinach & Artichoke Bites
- *Mac & Cheese Bites
- Hoagie Dip served on Slice French Rolls
- Wingettes -Choice of Buffalo, BBQ or Fried
- Goat Cheese & Roasted Pepper Crostini w/ Caramelized Onions
- *Falafa Balls



*Add any Hors D'oeuvre or premium at a la carte price or substitute for an additional fee.

PREMIUM HOT HORS D'OEUVRE

ADD - ON OR SUBSTITUTE

*Mash Potato Martini Bar w/ toppings: (tomatoes, chives, cheddar cheese, broccoli, onions, sour cream, bacon, butter, chili)	A LA CARTE \$10 SUBSTITUTE \$3
*Mac & Cheese Spring Rolls	A LA CARTE \$8 SUBSTITUTE \$2
*Collard Green Spring Rolls	A LA CARTE \$8 SUBSTITUTE \$2
*Dumplings (Vegetable, Chicken or Pork)	A LA CARTE \$8 SUBSTITUTE \$2
Beef Skewers	A LA CARTE \$10 SUBSTITUTE \$3
Shrimp & Grit Martini Bar	A LA CARTE \$11 SUBSTITUTE \$6
Petite Crab Cakes	A LA CARTE \$12 SUBSTITUTE \$5
Crab Stuffed Mushroom Caps	A LA CARTE \$10 SUBSTITUTE \$3
Crispy Asparagus & Lump Crab Meat	A LA CARTE \$10 SUBSTITUTE \$4
Coconut Shrimp	A LA CARTE \$10 SUBSTITUTE \$4
Fried Shrimp	A LA CARTE \$9 SUBSTITUTE \$4
BBQ Shrimp Skewers	A LA CARTE \$10 SUBSTITUTE \$3
Bacon Wrapped Scallops	A LA CARTE \$12 SUBSTITUTE \$5
Beef Wellington Bites	A LA CARTE \$10 SUBSTITUTE \$3
Calamari	A LA CARTE \$10 SUBSTITUTE \$4
Seared Tuna	A LA CARTE \$10 SUBSTITUTE \$5

*Add any salad or premium salad a la carte price or substitute for an additional fee.

SALADS

A LA CARTE \$4 PER PERSON

Caesar Salad
Greek Salad
House Salad
Pasta Salad
Spinach Salad
Broccoli Salad
Fruit Salad

PREMIUM SALADS

ADD - ON OR SUBSTITUTE

Kale, Cranberry, Apple, Almonds	A LA CARTE \$6 SUBSTITUTE \$2
Seafood Salad	A LA CARTE \$7 SUBSTITUTE \$4

*All menu items are subject to a 20% gratuity and applicable sales tax

POULTRY

A LA CARTE \$8 PER PERSON

Chicken: (Jerk, Curry, BBQ, Herbed Baked, Blackened, Teriyaki, Bourbon,
Orange Glazed, Pesto, Fried or Smothered)
Fried Wings
Baked or Fried Turkey
Turkey Wings (Baked or Fried)
Chicken, Broccoli & Cheddar Quiche
Turkey Lasagna
Lemon Buttered Chicken w/Feta Cheese
Chicken Parmesan
Chicken & Broccoli Fettuccini
Pesto Chicken Fettuccini
Chicken Marsala
Chicken Piccata w/Capers (lemon butter & capers)
Chicken Florentine (butter cream sauce & spinach)
Chicken Riesling (butter cream, mushrooms, tomatoes, green peppers)
Chicken Chardonnay

PREMIUM POULTRY

ADD - ON OR SUBSTITUTE

Chicken Cordon Bleu (stuffed Swiss cheese & Canadian ham)	A LA CARTE \$10 SUBSTITUTE \$3
Grilled Chicken Oscar (cream sauce w/lump crab meat)	A LA CARTE \$10 SUBSTITUTE \$4
Chicken & Waffle	A LA CARTE \$10 SUBSTITUTE \$5
Cornish Hen	A LA CARTE \$18 SUBSTITUTE \$9
Roast Duckling	A LA CARTE \$22 SUBSTITUTE \$11

*Add any poultry or premium poultry a la carte price or substitute for an additional fee.

PORK

ADD - ON OR SUBSTITUTE

Savory Pork Chops
Ham, Bacon & Swiss Quiche
Honey Glazed Ham
Carolina Pulled Pork
Smothered Pork Chops

PREMIUM PORK

ADD - ON OR SUBSTITUTE

Pork Tenderloin	A LA CARTE \$12		SUBSTITUTE \$5
BBQ Ribs	A LA CARTE \$14		SUBSTITUTE \$7
Italian Sausage & Shrimp (w/Marinara & Creamy Alfredo Sauce)	A LA CARTE \$16		SUBSTITUTE \$8

*Add any vegetarian or premium vegetarian a la carte price or substitute for an additional fee.

VEGETARIAN

A LA CARTE \$10 PER PERSON

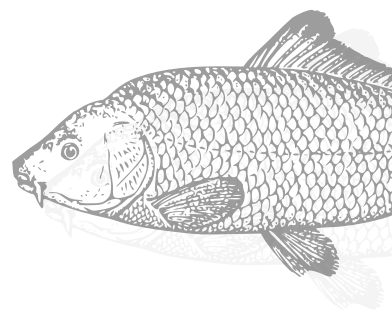
Three Cheese Ravioli
Stuffed Shells
Manicotti
Vegetarian Shepherd Pie
Mushroom Wellington w/Rosemary and Pecans
Vegetarian Lasagna
Butternut and Potato Curry
Pot Mushroom Stroganoff
Southwest Vegetarian Stuffed Peppers
Vegetarian Gumbo
Tofu Veggie Stir Fry
Vegan Jambalaya
Tuscan Vegetarian Pasta
Herbed Potato, Asparagus & Chickpea
Eggplant Parmesan
Spaghetti & Vegetarian Meatballs

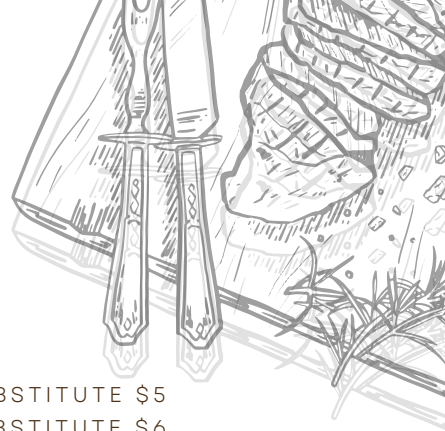
*Add any seafood or premium seafood a la carte price or substitute for an additional fee.

SEAFOOD

A LA CARTE \$11 PER PERSON

Tilapia (Blackened, Cajun, Fried or Grilled)
COD
Flounder
Lemon Pepper Butter Salmon
Shrimp w/Bourbon & Mushroom Creamy Alfredo
Shrimp (Curry, Fried, Cajun, Blackened)
Shrimp & Grits
Shrimp Scampi w/ Angel Hair





PREMIUM SEAFOOD

ADD - ON OR SUBSTITUTE

Grilled Mahi Mahi	A LA CARTE \$14 SUBSTITUTE \$5
Seared Ahi Tuna	A LA CARTE \$14 SUBSTITUTE \$6
Seafood Newburg	A LA CARTE \$13 SUBSTITUTE \$7
Lump Crab Cakes	A LA CARTE \$16 SUBSTITUTE \$6
Lemon Butter Bass	A LA CARTE \$16 SUBSTITUTE \$8
Red Snapper	A LA CARTE \$16 SUBSTITUTE \$8
New Orleans Seafood Jambalaya	A LA CARTE \$18 SUBSTITUTE \$7
Paella	A LA CARTE \$22 SUBSTITUTE \$9
Lobster Ravioli	A LA CARTE \$18 SUBSTITUTE \$9
Lobster Tails	A LA CARTE \$26 SUBSTITUTE \$15

*Add any beef or premium beef a la carte price or substitute for an additional fee.

BEEF

A LA CARTE \$11 PER PERSON

Salisbury Steak
 Meatloaf
 Stuffed Bell Peppers
 Spaghetti & Meatballs
 Meat Lasagna
 Beef Stroganoff
 Roast Beef
 London Broil

PREMIUM BEEF

ADD - ON OR SUBSTITUTE

Lamb Dish, Smothered Onions	A LA CARTE \$13 SUBSTITUTE \$4
Beef Wellington	A LA CARTE \$15 SUBSTITUTE \$6
Ox Tails	A LA CARTE \$17 SUBSTITUTE \$9
Smoked Beef Brisket	A LA CARTE \$14 SUBSTITUTE \$8
Beef Burgundy Tenderloin	A LA CARTE \$14 SUBSTITUTE \$9
Prime Rib au jus	A LA CARTE \$19 SUBSTITUTE \$11
Sirloin Steak (covered W/ Sautéed mushroom sauce)	A LA CARTE \$18 SUBSTITUTE \$9
Filet Mignon	A LA CARTE \$30 SUBSTITUTE \$15





SIDES

A LA CARTE \$4 PER PERSON

Mixed Vegetables (Zucchini, Squash, Onions, Mushroom)

Rice Pilaf

Green Beans

Sweet Corn

White Rice

Steamed Cabbage

Asparagus

Corn on the Cob

Couscous

Broccoli

Corn and Butter Bean Succotash

Grilled Spinach

Braised Red Cabbage

Potato Au Gratin

Glazed Carrots

Brussel Sprouts

Fingering Garlic Roasted Potatoes

Sweet Potato Soufflé

Roasted Red Potatoes

Candied Yams

Macaroni & Cheese

Collard Greens Potato Salad

Macaroni Salad

Green Bean Casserole

Homemade Creamy Mash Potatoes

Baked Potato

All menu items are subject to a 20% gratuity and applicable sales tax.

*Catering prices are subject to change. Please consult with a catering specialist for current prices

BEVERAGES

BEVERAGES

ADDITIONAL BEVERAGE \$2 PER PERSON

Homemade Iced tea
Homemade Lemonade
Homemade Fruit Punch
Flavored Tea & Lemonade (Choice of Strawberry, Raspberry, or Pomegranate)
Orange Citrus Punch
Assorted Sodas (coke, diet coke, sprite)
Bottled Water

COFFEE STATION

ADDITIONAL BEVERAGE \$3 PER PERSON

Presidential Coffee Urn
Regular & Decaf
Hot Tea
Cream
Sugar
Ceramic Coffee Cups
T-spoons
Beverage Napkins

BREAD

ADDITIONAL BREAD SELECTED \$2 PER PERSON

Cornbread
Buttered Dinner Rolls
Italian Bread
Pita Bread
Buttered Biscuits

All menu items are subject to a 20% gratuity and applicable sales tax.

*Add any southern charm or premium a la carte price or substitute for an additional fee.

SOUTHERN CHARM

\$49

PER PERSON

SALADS

CHOOSE 1

Caesar Salad
House Salad
Potato Salad
Macaroni Salad
Tuna Salad

SIDES

CHOOSE 2

Macaroni & Cheese
Corn on the Cob
Mixed Vegetables
Candied Yams
Green Beans
Fried Cabbage
Rice Black-eyed Peas
White Rice
Collards Greens

BEVERAGE

CHOOSE 1

Lemonade
Iced Tea
Fruit Punch

BREAD

CHOOSE 1

Cornbread
Buttered Biscuits
Dinner Rolls

ENTREE

CHOOSE 2

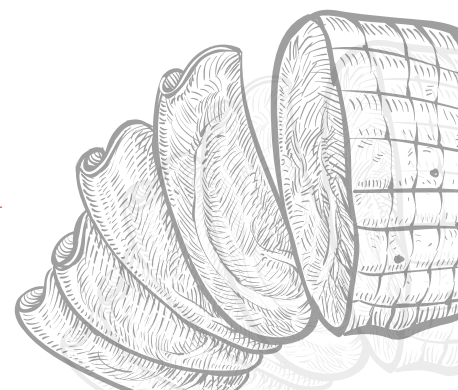
Fried Turkey
Pork Chops
Smothered Pork Chops
Honey Baked Ham
Baked Chicken
Fried Chicken
Smothered Chicken
Bar-B-Que Chicken
Pulled Pork
Fried Whiting

PREMIUM ENTREE

ADD-ON OR SUBSTITUTE

Grilled Salmon	A LA CARTE \$11		SUBSTITUTE \$4
Oxtails	A LA CARTE \$14		SUBSTITUTE \$7
BBQ Ribs	A LA CARTE \$14		SUBSTITUTE \$7
Crab Cakes	A LA CARTE \$16		SUBSTITUTE \$8
Fried Catfish	A LA CARTE \$11		SUBSTITUTE \$4
Shrimp & Grits	A LA CARTE \$11		SUBSTITUTE \$4

*Add any beef or premium beef a la carte price or substitute for an additional fee.



PASSPORT TO ITALY

\$49

PER PERSON

SALADS

CHOOSE 1

Caesar Salad
House Salad
Pasta Salad

PASTAS

CHOOSE 2

Fettuccini
Bow Tie Penne
Spaghetti
Stuff Shells w/Mariana sauce
Cheese Tortellini

SAUCES

CHOOSE 2

Mariana
Creamy Parmesan Alfredo
Garlic Butter

MEATS

CHOOSE 2

Chicken
Meatball
Italian Sausage
Lasagna (veggie, turkey, or beef)

PREMIUM PASSPORT TO ITALY

ADD-ON OR SUBSTITUTE

Shrimp
Scallops

A LA CARTE \$11 | SUBSTITUTE \$4
A LA CARTE \$14 | SUBSTITUTE \$7



STATIONS

SEAFOOD STATION

*PRICED PER PERSON.
MINIMUM OF 25 PPL GUESTS.
MUST ACCOMPANIED BY A BUFFET OR HORS D'OEUVRES STATION.

Fresh Oyster Bar	\$15 PER PERSON
Shrimp Cocktail	\$15 PER PERSON
Steamed Mussels or Clams	\$15 PER PERSON

CARVING STATION

*PRICED PER PERSON.
A CHEF ATTENDANT FEE OF \$30++ PER HOUR WILL APPLY.
MINIMUM OF 25 PPL GUESTS.
MUST BE ACCOMPANIED BY A BUFFET OR HORS D'OEUVRES STATION.
INCLUDES MINI ROLLS & GOURMET CONDIMENTS.

Turkey Breast	\$7 PER PERSON
Virginia Ham	\$8 PER PERSON
Roast Beef	\$10 PER PERSON
Pork Lion	\$10 PER PERSON

SNACK ON THE ROAD

SEND YOUR GUESTS ON THE ROAD WITH THE PERFECT FAVOR

Charcuterie Snack Box	\$12 PER PERSON
Popcorn Station	\$4 PER PERSON
Wing Station	\$8 PER PERSON
Hot Dog Stand	\$4 PER PERSON

All menu items are subject to a 20% gratuity and applicable sales tax.

\$4

PER PERSON

DESSERTS

DESSERTS

ADDITIONAL BEVERAGE \$2 PER PERSON

Peach Cobbler
*Chocolate Mousse
*Strawberry Shortcake
Banana Pudding
Brownie
Petite Desserts
Assorted Cookies
Cup Cakes
Chocolate Truffles
Chocolate Cake
Classic Carrot Cake
Key Lime Pie
New York Cheesecake

PREMIUM DESSERTS

ADDITIONAL PRICE PER PERSON

Macaroon Assorted Flavors	\$2 PER PERSON
Homemade Ice Cream Assorted Flavors	\$2 PER PERSON
Mini Cup Cakes Assorted Flavors	\$2 PER PERSON
Chocolate covered Strawberries	\$8 PER PERSON

ICE CREAM STATION

\$6 PER PERSON

Ice Cream: Vanilla, Chocolate, Flavor of Choice
Toppings: Rainbow & Chocolate, Sprinkles, Peanut Butter, Chocolate Syrup, Caramel Syrup, Whip Cream, M&M's, Peanut Butter Cups, Gummy Bears, Oreo Cookies
Served: Waffle Bowls, Cones, Bowls & Cups

CANDY STATION

\$7 PER PERSON

Served in Assorted Decorative Glass Bowls
Choice of Theme Color
Serve up 15 Assorted Candies



STAFFING + EVENT PLANNING SERVICES

SERVERS

\$20++ PER HOUR

Buffet (1 server per 25 guests)
Plated & Family Style (1 server per 20 guests) T.I.P.
(serve alcohol training & certified)
Serv-Safe Certified (food handling certification) Insured

KITCHEN STAFF

\$25++ PER HOUR

Kitchen Staff needed when event is outside, stations, tent event, prep area created specifically for this event, food items selected need to cook at event location and/or plated.
Certified: Serv-safe (health department)

EVENT COORDINATOR

\$1200++ FOR PREPARATION OR DAY OF EVENT

Why is so important to hire an event coordinator?

Event Coordinators is more like a logistic coordinator who takes all the pressure off clients. They are more than just a coordinator and a friend but a therapist, counselor and wealth of knowledge in field that has so many moving parts.

Event Coordinator assist bride with day of event; from conception to clean up. They meet with clients to work out event details, plan with the client caterer, entertainment, staff, and all vendors.

Event coordinator will assist the day of itinerary. They generally make sure the event runs smoothly, efficiently and handle any crisis that may come up.

Event coordinator is the liaison between client and all vendors on the day of event. All additional decorations needed will go through the event coordinator.

FORMAL TABLE SETTING RENTAL PACKAGE

DINNER RECEPTION \$17 PER PERSON
COCKTAIL RECEPTION \$10 PER PERSON

White tablecloths, linen napkins, chinaware, glassware, silverware, chargers & centerpieces. Included with table setting rentals, On Board Catering & Events will ting up of all tables for event.

ITEMIZED RENTALS

Tablecloths	\$10
Napkins	\$0.75
Dinner Fork	\$0.75
Salad Fork	\$0.75
T-Spoon	\$0.75
Dinner Knife	\$0.75
Gold or Silver Chargers	\$0.75
White Chair Covers	\$4
Center pieces	\$5



BAR SERVICE

CLIENTS PURCHASE OWN ALCOHOLIC BEVERAGES

Client responsible for purchasing alcoholic beverage. At the end of event, client will take all alcoholic beverages off property. On Board is insured with liquor liability. On Board is responsible for staffing and bar set up: bar, cups, glasses, napkins, straws, and other items.

One-Time Alcohol Permit: A limited special occasion permit authorizes the permittee to bring fortified wine and spirituous liquor onto the premises of a business, with the permission of the owner of that property, and to serve those alcoholic beverages to the permittee's guests at a reception, wedding, party or other special occasion being held there.

The permit may be issued to any individual other than the owner or possessor of the premises. An applicant for a limited special occasion permit shall have the written permission of the owner or possessor of the property on which the special occasion is to be held.

Complete an Application for Limited Special Occasion Permit and submit with the \$50.00 fee. The Commission may authorize the issuance of a special one-time permit for certain functions or activities as described below. The fee for each permit is \$50.00.

BARTENDERS

\$25++ PER HOUR

Bartender (1 server per 50 guests)
5 hrs. minimum lunch/brunch events
10 hrs. minimum dinner/wedding receptions

BAR SET UP

\$300++

On Board is responsible for staffing and bar set up: bar, cups, ALL glasses, napkins, straws, garnish, sodas, juice and ice and other items to serve alcoholic beverage.

\$300 per 100 people

Bar set-up fee waiver when On Board Catering & Events provides alcoholic beverages Bar set-up fees apply to client providing alcoholic beverages with one day permit

HOST BAR PACKAGES

BEER, WINE & SODA

Subject to current sales tax and 20% service charge.

Bar minimum \$600++ per 50 people

Not including bartending fee \$25++ per hour

Bar set-up fee waiver

Select House or Premium Package

HOST BAR INCLUDES

1 Specialty alcoholic beverage (i.e., mimosa, sangria)

6 Beer selections of 2 domestic, 2 import, 2 local beers

2 Wine selections of 1 Red wine & 1 White wine

HOST BAR PRICING

Soda	\$2
Domestic Beer	\$4
Imported Beer	\$5
Local Beer	\$5
House Wine	\$6
Premium Wine	\$9
Champagne Market Price House Liquor	\$6
Premium Liquor	\$8
Superior Liquor	\$10
Superior Wine	\$12

WE ARE HAPPY TO ACCOMMODATE SPECIAL REQUESTS.

ASK US TO CREATE A SIGNATURE DRINK OR ORDER YOUR FAVORITE BEER, WINE, OR LIQUOR.

All menu items are subject to a 20% gratuity and applicable sales tax.

DOMESTIC BEER

Budweiser, Bud Light, Coors Light, Miller Lite, Michelob, Ultra

IMPORTED BEER

Amstel Light, Angry Orchard, Corona Extra, Corona Light, Dos Especial Lager, Heineken, Samuel Adams, Newcastle, Yuengling, Blue Moon, Fat Tire, Stella Artois

LOCAL BEER

Varies Seasonally from the following Breweries: Big Boss Brewery, Bold Rock Brewery, Carolina Brewing Company, Fortnight, Foothills, Red Oak

HOUSE WINE

Canyon Road Varietal- Chardonnay, Pinot Grigio, Sauvignon Blanc, Moscato, White Zinfandel, Merlot, Cabernet Sauvignon, Pinot Noir

HOUSE LIQUOR

Budweiser, Bud Light, Coors Light, Miller Lite, Michelob, Ultra

PREMIUM WINE

William Hill Chardonnay, OKO Pinot Grigio, 14 Hands Cabernet Sauvignon, 14 Hands Merlot, IQ Riesling, Oyster Bay Sauvignon Blanc, Le Grande Pinot Noir

PREMIUM LIQUOR

Absolut Vodka, Tanqueray Gin, Beefeater, Captain Morgan Spiced Rum, Jose Cuervo Tequila, Crown Royal Bourbon, Jack Daniel's Blended Whiskey, Maker's Mark, Dewar's Scotch, Bailey's Irish Cream, Kahlua, Jameson's Irish Whiskey

SUPERIOR WINE

On Board Catering & Events work with Drink, located on Glenwood Ave Raleigh, NC

SUPERIOR LIQUOR

Grey Goose Vodka, Cîroc Vodka, Ketel One, Bombay Sapphire, Hendrick's Gin, Myer's Dark Rum, Knob Creek, Gentleman's Jack, Patron Silver Tequila, Grand Marnier, Johnnie Walker Black, Hennessy

All menu items are subject to a 20% gratuity and applicable sales tax.

GENERAL INFORMATION

ENCLOSED FOR YOUR CONSIDERATION ARE SUGGESTED MENU SELECTIONS. WE WELCOME THE OPPORTUNITY TO CREATE MENUS AND THEMES SPECIFIC TO YOUR EVENT.

RESERVATION/DEPOSIT

Reservations will not be confirmed until receipt of contract and a non-refundable deposit in the amount of \$_____ is received by On Board Catering. If you are also planning additional events, an additional deposit is required for each event.

These deposits will be applied to your final bill. You may pay online or mail your deposit to On Board Catering 2161 South Wilmington Street, North Carolina 27603. Payment may be made by bank check, money order, travelers check, Discover, Visa or Mastercard.

We will, however, require a credit card to secure your booking. Upon receipt of your deposit and contract, we will send you a confirmation letter confirming the major details of your event. Final costs will be sent to you upon completion of all planning.

ADDITIONAL DEPOSITS

Additional Deposits may be required to secure locations, rentals, and/or other vendors or services. You will be notified of these requirements should they apply. These additional deposits are also nonrefundable upon receipt by the site provider or sub-contractor.

EVENT PLANNING FEES

On Board Catering & Event Planning charges an \$_____ coordination fee on all services and goods provided. All deposits/payments will become non-refundable at time of receipt by On Board Catering Company (No later than 30 days prior to your event date). Any additions to your packages are acceptable provided we can secure the services requested within this time frame. If final payment is not received 30 days prior to your event date, On Board Catering reserves the right to charge the remaining balance on the credit card securing your reservation.

CANCELLATION

Any cancellations to event reservations must be made in writing to On Board Catering no later than 45 days prior to your event date. All deposits received by On Board Catering by and/or additional deposits for vendors, sites, rentals, etc. that secured services for your date will be forfeited. Expenses incurred by On Board Catering in advance preparation for the function will be the responsibility of the patron.

Event dates and/or deposits are non-transferable. On Board Catering will not be responsible for failure to carry arrangements, which are beyond our control due to acts of God. All sales are subject to state tax.

GRATUITY & TAXES

On Board Catering policy requires a 20% service charge and applicable state sales tax on all food and/or beverage & staffing.

LIABILITY

On Board Catering reserves the right to inspect and control private functions. Liability for damage to the premises will be charged accordingly. The hotel cannot assume responsibility for personal property and equipment brought into the conference area.

PAYMENT INFORMATION

Final payment of the remaining balance due on your event is due NO LATER than 14 days prior to scheduled event date. Out-of-State checks will not be accepted closer than 21 days prior to your function. Changes to packages, services or items reserved are acceptable up until 21 days prior to your event.

If changes are made regarding vendors or locations that have been secured with a deposit, this deposit this deposit will be forfeited. All deposits/payments will become non-refundable at time of receipt by On Board Catering. Any additions to your packages are acceptable provided we can secure the services requested within this time frame.

MEAL GUARANTEE

On Board Catering policy requires a pre-guarantee given to our sales Department seven business days prior to your function. A final guarantee must be given seven business days prior to your function. You will be charged for the guaranteed number of guests.

Your final count CAN NOT go 3% below the guaranteed amount. On Board must agree, if final guests count goes above 3%, to assure we have staff and food to cater for your event. You will be charged for additional guests on day of event.

FLIPPING ROOM

\$300 charge for flipping room day of event. Formal tables setting are pre-set but change around from ceremony to reception.

\$600 charge for flipping room day of event. Formal tables must be set/decorated during cocktail hour.

ADDITIONAL GUESTS DAY OF EVENT

\$200 If additional equipment is required because additional guests is added on day of event, you will be charged additionally. Not including per plate. Unfortunately, payment must be made before serving food when you have unaccounted guests at your event.

FOOD PREPARATION

On Board Catering is responsible for the quality and freshness of food served to all guests. No buffet extra or remaining food items can be taken off premises except for plated meal options. No outside food permitted from On Board Catering Company.

ALCOHOLIC BEVERAGES

It is our policy that all liquor, beer, and wine be supplied by On Board Catering, we handle ABC one day permit. If client purchase ABC Day permit but hire by On Board Catering to bartend, we reserve the right to cut off event attendees if intoxicated.

EQUIPMENT RENTAL

Should you choose to rent equipment from an outside source (staging linens, tents, etc.) the On-Board Catering will not be held responsible for the loss or damage of those items rented. Replacement or damage charges will be the responsibility of the client. These charges may be billed up to 30 days after your event.



WE LOOK FORWARD TO AN UNFORGETTABLE EVENT WITH YOU!

