

Reedville Catering

*fresh.local.artful*

# Catering Info Guide



# who we are

Reedville Catering opened its doors in the early 1990's as a part of Reedville Cafe. The catering division grew quickly and eventually separated into a separate company with it's own team, menus and even building!

Over the past 35 years we have built a trustworthy reputation and have had the honor of catering events of all kinds. Some of those include weddings, the Oregon International Airshow, countless company lunches, and everything in between. No event is too big or too small for our well-rounded team.



Lady + Gent Photography



Photography by Cambrae



## “What tiers of service do you offer?”

### Sack Lunch

The most efficient to-go option there is! Choose 3 selections from our list of salads and sandwiches to offer to your guests. Our team will deliver, with no cleanup needed!

### Delivery + Pickup

Available for events with guest counts under 50. Our team will set-up your chosen F+B items and then return after the event to pick up our chafers and other equipment.

### Full Service

In addition to set-up and cleanup, our team will stay onsite throughout the event to replenish beverages, bus dishes, and monitor the buffet.



## “How do we get a quote started?”

We'll send over a few questions to get your basic event details. Don't worry – nothing is set in stone! You can change your menu, services, timeline, etc. up until **30 days** prior to your event date.

The best part? Our quotes are itemized, making it easy to see the difference between your food items, beverages, rentals, and staffing. This makes it easy to adjust and customize later too!



*12-15 months  
before event*

*3 months*

*2-3 months*

*1 month*

*14 days*

*-3 days*

Reserve Date

50% Payment +  
Discuss Details

Tasting, Site Visit,  
Rental Visit

Confirm Menu  
+ Services

Final Guest  
Count Due

Final Invoice  
Sent

### How do I reserve my date?

If you would like to lock in your date, let us know and we can send a link for you to e-sign the “Catering Agreement” document.

A retainer fee is also due and may be paid via check or card (3% processing fee associated with card payments).

### Are we able to schedule a tasting?

Yes! Tastings are complimentary for those who have already booked their event date. We host them at our office in Hillsboro on weekdays during the off-season. Ask our team about our upcoming designated tasting dates!

# our services

## in-house offerings

These are items or services that are offered here at Reedville and can be included on your itemized quote.

- Appetizers**
- Main Course**
- Non-alcoholic Beverages**
- Bar Service**
- Linen Tablecloths**
- Place Settings and Glassware** (for under 100 guests)
- Set-up and Teardown of Venue**
- Tables/Chairs**



Lite Bites

We have a variety of multi functional boards, displays, and individual bites. Perfect for appetizers, a heavy hors'devour meal, or late night snack.



Main Course

Choose from buffet, family style, or plated meal service – whatever fits your event best!

*Note: small centerpieces may be needed for family style service to accommodate the platters/bowls*

## 3rd party offerings

We partner with the following companies and can include these on your catering order for ease!

- Event Rental Organization**  
For events larger than what our in-house inventory can cover.
- Lux Sucre Desserts**  
Breakfast pastries and petite desserts
- Sloshy Pops**  
Refreshing boozy popsicles for a unique bar service
- Marsh + Mallow**  
Gourmet s'mores cart!



Rentals

Our in-house rental inventory can accommodate events up to 100 guests. For events over that count, we are happy to organize a 3<sup>rd</sup> party rental for you.

## BEVERAGE + BAR SERVICE OPTIONS

Coffee + Tea  
Lemonade  
Iced Tea  
Soft Drinks

Hot Choco + Cider  
Mocktails  
Beer/Wine Bar  
Liquor + Cocktails

Cash Bar  
Hosted  
(by consumption or flat rate)  
Client Provided

# common questions

## I'm not sure what menu or services I want -- can I still reserve?

Yes! The only required detail to reserve is your event date and venue. Everything else on the proposal can be adjusted up until (30) days before your event.

## What happens to leftover food?

As long as it is safe to do so (food hasn't been sitting out longer than 2-3 hours) we will package up leftover food at the end of the event. If your venue has a fridge, the leftovers will be placed here. If the venue does not, the client is required to provide a cooler with ice for us to set items inside -- if this is not provided, leftovers can not be kept. Be sure to designate someone to grab your leftovers!

## How do I communicate plated options?

You will pick 2-3 entrees and make note of them on your invitations. When guests RSVP they will select which entrée they would like. Also consider leaving a blank space for guests to write dietary needs (allergies, gluten free, etc).

Set your RSVP by date around the 30-day mark, so that you have time to follow up with guests before the final count due date (14 days before event).

## Can we include a vegan entree?

Of course! For a buffet or family style meal, if over 50% of your guests would choose the Vegan dish then you could incorporate it as a main option. Otherwise, what we typically recommend is to order 5-6 (or however many you need) of a Vegan/Dietary entree for those that need it. We will have this entrée to the side for these guests (be sure to let them know ahead of time that they will need to tell the server that they have one of the reserved dietary entrees).

## What types of alcohol do you allow?

We offer options for beer, wine, and mixed drinks in both our in-house and client-provided packages. Our in-house policy does not allow for shots to be served at anytime. All liquor must be accompanied by a non-alcoholic mixer.

## How long can the bar be open?

As long as substantial food is available in accordance with OLCC, the bar can remain open. The bar will not open if food is not available. Bar service will automatically end 30 minutes prior to your event end time, unless required earlier by your venue.

## What type of service wear + rentals are included in the catering cost?

Plates, flatware, glassware, and guest table cloths would need to be rented for all events. Reedville has limited place settings for around 75 people that can be rented, based on their availability.

**Buffets** - Everything on the buffet table itself is included in the meal price. Chafers, platters, serving bowls, serving spoons/tongs, bread baskets, etc. Black table linen is also included

**Family Style** - We have platters, bowls, and serving spoons/tongs for groups of 40 or less. For events with a higher guest count, we would need to sub-rent them and add to your rental invoice.

**Plated** - If your venue does not have an electric warmer we would rent one, otherwise we have everything we need.



We are so excited to be a part of your event and can't wait to see everything come together. If you have any questions, please do not hesitate to call or email us anytime.

503-642-9898

[events@reedvillecatering.com](mailto:events@reedvillecatering.com)

[www.reedvillecatering.com](http://www.reedvillecatering.com)