# Policy

Fresh Fork catering at HSN | St. Petersburg

Welcome to Fresh Fork catering services at HSN St. Petersburg. These menus have been designed to assist you in your event planning. However, every function is unique and we will be happy to create a customized menu for your event, large or small. To provide you with the highest level of service while minimizing cost, we have established the following guidelines.

## Ordering

All orders are place through CaterTrax through the cafe web page. 48-hour minimum notice is requested for all catering events. If this is not possible, we will make every effort to accommodate your needs but your menu selection will be limited and delivery time is not guaranteed.

Next day orders must be submitted by 2:00 pm. We will do our best to accommodate orders received after this time but there may be an additional service charge.

#### Minimums

A 30-minute set-up time is preferred prior to event. Please reserve your meeting space through Facilities.

## Pricing

Prices include disposable place settings. Catering orders are subject to local sales tax. Prices are subject to change due to seasonal availability.

### Additional Charges

Required additional staffing for all events after 2:00 p.m. will be charged at \$25.00 per hour per staff member.

All after-hours pick-ups incur a \$25.00 fee.

All upgraded linens, table skirting, floral arrangements, formal dinnerware, special requests and decor will be priced according to event specifications.

For assistance in planning an event or creating a customized menu please call us!