

BEVERAGES

Priced per person unless otherwise noted.

BOTTLED BEVERAGES

Complete with ice and cups.

ASSORTED CANNED SODAS	2.50
Regular and Diet.	
BOTTLED WATER	2.50
ASSORTED SODAS & WATERS	3.50
PELLEGRINO: PLAIN & FLAVORED	3.75
BOTTLED ICED TEA	3.50
VIP BEVERAGE MIX	4.25
Pellegrino (plain & flavored), iced tea, sodas, bottled waters.	
ALL DAY COFFEE, WATERS, SODAS AVAILABLE	7.95

COLD BEVERAGES IN DISPENSERS

Served with ice, cups, & fruit garnish.

SPA WATER	25.00/GAL
Seasonal fruit and herb combinations.	
FRESH HERBAL LEMONADE	27.50/GAL
Infused with mint, rosemary, basil and fresh lemons.	
LAVENDER LEMONADE	30.00/GAL
Infused with lavender, fresh herbs and fresh lemons.	
FRESH BREWED ICED TEA	25.00/GAL
ORANGE CINNAMON SPICED ICED TEA	27.50/GAL
FRESH LEMONADE	25.00/GAL
LEMONADE & ICED TEA	4.25/PP
PUNCH	25.00/GAL
Various flavors. Ask your event specialist about seasonal favorites. Prices may vary based on ingredients. A gallon serves 16-20 guests.	

JUICE SELECTIONS

ORANGE JUICE	3.95
CRANBERRY JUICE	3.95

HOT BEVERAGES

REGULAR OR DECAF COFFEE	4.50
Locally roasted coffees, includes cups, sugars, assorted creamers, and stir sticks.	
REGULAR & DECAF	6.95
REGULAR OR DECAF COFFEE TO GO	42.25/BX
Locally roasted coffees to go, includes cups, sugars, assorted creamers, and stir sticks.	
ASSORTED FOIL WRAPPED HOT TEAS	3.50
CREAMY HOT CHOCOLATE	3.50
HOT SPICED APPLE CIDER	3.50

BAR SET UPS

If you plan to provide your own alcohol for your event, please check in with your event manager on amounts and expectations. We can provide ice, cocktail napkins, bar fruit and paper goods.

However, professional bartending services are provided by our vendor partners. Please inquire.

ORDERING POLICIES

OFFICE HOURS: Our office is open from 8:00am-5:00pm Monday-Friday and Saturday by appointment only. Our office is located at 1701 A South 8th Street, Colorado Springs, CO 80905. (719)-635-0200. We cater events Tuesday through Sunday and Monday by appointment.

ORDER DEADLINES: To help us maintain our quality and service standards, we ask that you give us a minimum of 72 HOURS to prepare for your event. Orders placed well in advance will guarantee your date and time. No reductions or cancellations will be accepted after this time. Changes left on voice mail, email, or fax machines are not accepted. **Larger events may require a minimum 2-week cancellation, or more, as stipulated in your event contract.**

EXCEPTIONS: Small additions to guest count (up to five persons) and minor time changes may be accepted 24 hours prior to the day of the order. Orders outside the cut-off deadline will be reviewed and, depending on the circumstances (ex: memorial services, weather, emergencies), may be accepted as business levels and scheduling allow. Please note these additions may result in increased charges.

MINIMUMS: There is a 15-person minimum for buffet orders or items sold by the person. The minimum for a catering order is \$150.00 all inclusive (not including serving staff).

DELIVERY DROP OFF: A delivery fee will be assessed based on your location. The delivery charge for orders outside the Colorado Springs metro area are dependent on the distance and logistical details of the delivery location. Locations outside of El Paso County will require additional mileage charges of \$1.65 per mile.

DELIVERY SCHEDULING: We are available from 5:00 am to 6:00 pm for set-ups and drop-off delivery orders. There is a 15-minute window on either side of your requested delivery time. That is: your food could arrive 15 minutes before or 15 minutes after the time you requested. We will always allow plenty of time for set-up, which depends on your menu.

CATERING FOR SPECIALEVENTS: We are available for events 24 hours a day and allow for staffing and planning on a per event basis. We cater everything from weddings, movie and commercial shoots, corporate events, VIP events, graduation parties, open houses, holiday parties, ribbon cuttings, galas and themed events.

MATERIALS, TRANSPORT, AND EVENT

COORDINATION (MTC): This percentage is calculated on events that require set-up or service staff. MTC includes all serving equipment, décor, serving pieces and buffet linens as well as the cost to transport, loading and unloading of food and equipment, site visits and administrative fees. It is assessed based on distance, theme, time, and mileage as well as complexity of event. Any lost equipment will be billed to the account placing the order.

PICK-UP ORDERS: Pick-up orders may be scheduled between the hours of 8:00am-5:00pm Tuesday through Saturday subject to catering minimums. We can accommodate late evening pick-ups past 5 pm for an additional fee.

EQUIPMENT PICKUP: If you have had an event, we will pick up equipment next day between 8:00am-5:00pm unless otherwise requested. We can accommodate late evening pickups after hours for an additional fee.

TIPPING POLICY: Gratuity charges are automatically added to your order and range from 5-15% based on the complexity, distance, and size of your event.

PAYMENT: All orders placed for delivery may be paid by check, credit card, cash, or online before the items are provided. If you need to be invoiced for your event, please call our office at 719-635-0200.

TERMS: All events require a deposit of 50% to hold the date. The balance is due the day prior to the event date.

WHAT'S INCLUDED: All lunch and dinner packages include eco-friendly disposable-ware. We are happy to arrange for china, flatware, glassware, and linens if you desire for an additional 15% charge. Hors d'oeuvres menus and a la carte orders do not include paper goods, but we have many options for purchase and in stock if you would like us to bring them with your order.

PEAK SEASONS AND HOLIDAYS: During peak season and on popular days for weddings and holidays, minimums may be adjusted for Saturday & Sunday events.

GRILLING EVENTS: Grilling on-site is seasonal, between the months of May and October, and may not be possible due to fire bans, inclement weather, or cold temperatures. We reserve the right to make other arrangements for your food to be prepared at our facility and served at your event if necessary.

MENU CHANGES: Because we prepare our meals with fresh ingredients at market price, all menu items and menu prices are subject to change due to market fluctuations and availability. We reserve the right to adjust contract pricing if necessary.

SERVICE STAFF: We will be happy to supply service staff to your event. Please call us and ask to speak with an Event Manager for more details. We provide trained, professional, and friendly service staff that come dressed and ready our clients with their needs. We reserve our staff for events in which we are providing food and catering services that meet our minimums.

COMPLAINTS/FEEDBACK: If you have questions or concerns with our service or your invoice, please call (719)- 635-0200 within 48 hours of the order. Changes or credits cannot be issued any later.

CONTACT US: Please call our office (719)-635-0200, visit our website at pbccatering.com, or send us an email at info@pbccatering.com to tell us about your upcoming event or to get menus, pricing, or venue information. We look forward to hearing from you.