

Living Sky Catering – Event Details & Policies

Thank you for choosing Living Sky Catering, we're honoured to be a part of your event. Whether you're planning a celebration, gathering or corporate function, our goal is to make it seamless and memorable. To help us deliver the best possible experience, please review the following offsite event details & policies.

Included with Our Catering Package

Our standard catering service features:

- Professional service and kitchen staff for set-up, service and clean-up
- Ceramic banquet plates
- Standard flatware elegantly wrapped in paper napkins
- All required equipment, including stainless steel chaffing dishes, banquet platters, serving boards and utensils

Rental options include:

- Gold plated flatware - \$0.75 per piece
- Charcoal linen napkins - \$1.00 each

We coordinate set-up to align with your event schedule and work directly with most venue teams across the city to ensure smooth delivery and service.

Event Timing

- Set-up requires approximately one hour and must be completed before guest arrival.
- For plated service, guests must be seated at the scheduled mealtime to ensure timely and efficient service.
- Buffet service must begin within 15 minutes of the scheduled start time. Delays may incur additional service charges.
- Buffets remain open for up to 2 hours or until guest traffic subsides.
- Appetizer stations/grazing tables are available for up to 90 minutes, unless otherwise arranged.
- Coffee stations are maintained for up to 2.5 hours during your meal service. Extended service with next-day pick-up can be arranged, but is only permitted at certain venues and may be subject to additional fees.
- Dessert stations are set-up alongside the main buffet and remain available for up to 30 minutes post-meal, unless other arrangements are made.
- Late night snacks are delivered as a drop-off service only, with disposable trays, plates and napkins provided. No staff will remain onsite.

Catering Services

- We're happy to accommodate dietary preferences with advance notice. *Please note that while we take every precaution, we cannot guarantee an allergen-free environment due to the risk of cross-contamination.*
- Dietary-specific meals (i.e. vegetarian or vegan alternatives) are intended only for guests with confirmed dietary restrictions. If offered as an additional menu option to all guests, charges will apply based on the number of these meals served.
- Plated meals are available at select venues only. Please inquire with our catering coordinator to confirm availability.

Minimum Spend Requirement

- A minimum food & beverage spend applies to all served events:
 - Brunch/Lunch - \$1,500
 - Dinner - \$2,000
 - Appetizer Only - \$1,200
 - More than 30 km outside of Saskatoon - \$7,500
- If your estimated invoice falls below, the service will default to takeaway style unless you opt to pay the minimum amount.

Deposits, Fees & Invoicing

- Children under 3 eat free with a complimentary baby plate; children aged 4-10 are charged half price.
- All food is subject to 18% gratuity plus applicable taxes and fees. Pricing may vary due to market and supply fluctuations.
- Events with extensive service requirements, plated dinners, or appetizer-only orders will incur additional fees.
- There will be a minimum \$250 base delivery fee applied to all events within city limits.
- Events outside city limits will also incur a fuel surcharge + \$1.50 per kilometer fee.
- A 15% deposit is required at booking to secure your event date.
- A 25% deposit is due 3 months before the event, along with final menu confirmations.
- Final guest count and dietary restrictions must be confirmed 14 days prior to your event. At this time, a final invoice (less deposits paid) will be issued and is due upon receipt.
- Final charges will be based on guaranteed guest count or actual guests served – whichever is greater.

Attrition Policy

- Your final guest count may not decrease by more than 25% from the original estimate at time of booking. If it falls below this threshold, an attrition charge will apply based on the difference.

Cancellation, Refunds & Liability

- All payments, including deposits and pre-payments, are non-refundable.
- Cancellations made fewer than 14 days prior to the event will be charged 100% of the final estimated invoice.
- Date changes may be accommodated based on availability and may be subject to a fee.
- Living Sky Catering is not liable for service delays due to extreme weather, venue access restrictions or emergencies.
- We are also not responsible for the safety or quality of food that has been delivered and is no longer in our care (i.e. midnight lunch). Please ensure proper food storage and service to maintain food safety.

Payment Options

We accept:

- Cash
- E-transfer
- All major credit cards
- Cheques or direct billing (for approved corporate accounts)

Please note that credit card payments over \$2,500 may be subject to additional fees.

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