

WWW.HOSTATOAST.CO

Host a Toast

**PLANNING
SERVICES**



PLANNING SERVICES CAN INCLUDE...

Whether you are at the beginning stages of event planning and need help from start to finish, or you have plans and just need some help bringing it all together, we offer a wide variety of planning support.

<p>CATERING & MANAGEMENT</p>	<p>Let us know your preferred cuisine, style of service, allergy and dietary preferences, and budget and we will find the right catering partner for your event.</p>
<p>RENTAL MANAGEMENT</p>	<p>Our team is well versed in all things tent installation, display ware & rental management, and day-of event styling! We will coordinate all of the details on your behalf so nothing falls through the cracks.</p>
<p>BEVERAGE SERVICE</p>	<p>We offer a range of Beverage Service packages for client provided alcohol service. See attached Beverage Service document for more information and pricing.</p>
<p>SOURCING SUBVENDORS</p>	<p>We have a diverse network of event vendors we collaborate with to take care of all of your event needs. From florists and valets to planners and DJs, we work with you to assemble the right team for your specific event.</p>

Items and services sub-sourced and managed by HaT (catering, rentals, floral etc.) will incur a 20% markup. We handle all vendor communications, deposits/payments, and contract signings on your behalf so communication is streamlined.

STAFFING SERVICES



SERVICE MANAGERS

\$65 / hour

Each event starts with a Service Manager. They manage the HaT team, act as your main point of contact throughout the event, and ensure that everything is smooth and seamless.



BARTENDERS

\$65 / hour

Our bartenders are trained and certified professionals. They are ready to make sure you and your guests have a fun and safe celebration.

Inquire about our Beverage Service add-on



CATERING MANAGERS

\$65 / hour

Our Catering managers accept, style, and safely serve your preferred catering while managing the overall flow of the food service.



SERVICE TEAM

\$59/ hour

Our service team can do it all! They set tables, pass appetizers, provide table service, and more! They work as a team to deliver on the highest level of hospitality standards.

GENERAL POLICIES

- 4 hour minimum per person, per event.
- A non-refundable deposit is due to secure services. The final invoice is due 2 weeks (10 business days) prior to the event.
- Requests within (5) business days of the event date may incur an expedited Staffing Charge.
- Multiple changes to contracted hours, number of team members, etc. may incur a Rescheduling Charge.
- A DOC (day-of coordinator or similar contact) is required for Weddings. The HaT team will work directly with your DOC and coordinate all logistics for food, beverage, and hospitality services day-of. This person must be sober and available for the duration of the event.
- Hours worked past the contracted timeframe will be billed in 1 hour increments and is at the discretion of the Service/Event Manager.
- Holiday Labor Rate of \$89-\$95/hr applies for: New Years Eve, New Years Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day; Holiday Staffing Charge of \$50 per person.
- A per person travel stipend may be added for locations outside the TC Metro (>30 minute commute from HaT Office).
- Production & Management Staffing Charge – \$40 per person / \$80 minimum.
- Processing Charge – 3% of total invoiced amount. This charge covers banking, accounting and credit card fees. If we receive payment via check more than 2 weeks (10 business days) in advance this fee can be waived.



GENERAL FAQ'S

What does your team wear // bring to the event?

Our team wears a professional, all-black uniform, including a black branded polo, and are prepared with a wine key and a lighter. If you would prefer for our team to wear something other than the standard uniform, please inquire!

Does your team stay later than the contracted time?

We always operate with guest and client experience as our top priority. Staying past contracted hours is up to the Service Managers' discretion. We encourage you to contract for all of the hours you may need and we will happily refund any unused labor hours.

Can I give the team gratuity?

Gratuity is discretionary and never expected. If you decide to give gratuity on site, please give it to the Service Manager to distribute. If you would like to add gratuity after the event, we would be happy to send an invoice at your request. 100% of gratuity is distributed equally among the team based on hours worked.

Does HaT provide rental items (glassware, platters, linens, etc.)?

While Host a Toast is not a rental company, we are well versed in rental management & sourcing. If you would like help planning and/or sourcing rental items, please inquire about our Planning Services!

