



Dragonfly at the Buchanan Mansion

Your Event, Your Way

Get in Touch

We're excited to help you create a memorable event at The Buchanan Mansion. Whether you're planning a corporate gathering, milestone celebration, private dinner, or social event, our team is here to guide you every step of the way.

To get started, reach out to us by filling out our information form (Dragonfly-Catering.com), phone or email (dragonflycatering727@gmail.com) with a few details:

- **Event type** (corporate, private party, special occasion, etc.)
 - **Preferred date(s)** or time of year
 - **Estimated guest count**
 - **Estimated budget**
 - **Any special requests or specific concerns**
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The Details

Once we have an overview of your event, we'll send over **our catering and event packages** for you to review. From there, we can create a **customized proposal** tailored to your preferences, including menu selections, service style, and any special accommodations.

Your **event specialist** will be with you every step of the way, ready to answer questions, assist with planning, and ensure no detail is overlooked.

Ready to Move Forward?

We're thrilled to bring your event to life! Here's what you can expect when working with us:

Signed Contract:

Your contract will outline all important details, including scheduled payments, contact information, and our overall service agreement.

Booking Fee:

A **\$500 non refundable booking fee** is required to reserve your event date on our calendar. This fee will be applied to your final balance. We accept credit cards (3% fee), Zelle, Venmo, cash, or check for the initial booking fee.

PRICING & PAYMENT TERMS:

- **Deposit:** To secure your event date, a **non-refundable deposit** is required, consisting of:
 - The **full room rental fee**
 - **30% of the remaining total** catering cost
- **Final Payment:** The remaining balance is due **14 days prior** to the event date.

Tasting (Upon Request):

If you would like to schedule a **menu tasting**, we offer private tastings by request. You can sample a selection of appetizers and entrees to help finalize your menu. Tastings are available for **up to four guests**. Let us know if you're interested in arranging one.

Final Meeting:

About **60-90 days before your event**, your event specialist will schedule a final meeting to review all the details. Whether in person, by phone, or via Zoom, we'll cover:

- **Timeline & flow** of the event
- **Floor plan & layout** adjustments
- **Final menu selections**
- **Special accommodations** (dietary needs, special requests)

Final Count:

Your final guest count is due **21 days prior** to your event.

Final Payment:

Once you've provided your final count, we'll adjust your invoice. The **remaining balance** is due **14 days before your event**.

The Big Day

When your event day arrives, you can relax and enjoy the experience while we handle the details. Our **event manager** will be on-site from **setup to breakdown**, ensuring everything runs smoothly.

We'll handle:

- **Food preparation and presentation**
- **Guest service and timing**
- **Coordinating the flow of the event**
- **Cleanup and pack-up** of all catering-related items

If you have **personal items** (such as gifts, décor, or event favors), we'll assist with gathering and packing them for you at the end of the event.

Let's Make Your Event Unforgettable

We're here to make your event at The Buchanan Mansion stress-free, seamless, and spectacular. Let us know if you have any questions or if you're ready to move forward. We can't wait to bring your vision to life!

Cheers,

Chef Matthew Stone
Dragonfly at the Buchanan Mansion