



## ABOUT HOEKED & HOW WE WORK

### ABOUT US

Hoeked is a boutique catering service dedicated to curating an array of culinary delights for any occasion - allowing you to free up your time to enjoy the moment. We're small but big on heart, and put love into every bite, emphasising the use of fresh, seasonal, locally-sourced ingredients and small-batch cooking.

We specialise in Harvest Table-style menus – abundant, generous spreads where guests can help themselves to a variety of flavours and dishes.

Sustainability is always front of mind: we use ingredients to their fullest potential and source our meats from trusted, free-range local suppliers.

Our goal is simple: to bring people together around beautiful food that not only looks inviting but tastes even better.

### SERVICES INCLUDE

- Personal consultation on menu and layout
- Quoting and full cost breakdown
- On-site heating, plating, garnishing, and styling the Harvest Table so it feels extra special

To keep things simple, affordable and hassle-free, we usually use the client's own dishes, bowls, and serving utensils. If needed, we can arrange rentals at an additional cost.

You can explore our sample menus for inspiration – they give an idea of our typical style, but nothing is set in stone. If you have a vision or a specific dish in mind, we'll do our best to bring it to life. We happily accommodate special requests and dietary needs wherever possible.

We are sure to have you 'hoeked' on our food too!

### CAN'T GET ENOUGH?

Try our gourmet Ready-Made Frozen Meals.

To conveniently heat up when needed.

WHERE TO FIND US: Furnys Fine Wines and Taste Room ; The Coffee Guy

# THE HARVEST TABLE PROCESS

1

## CONFIRM YOUR DETAILS

- Event date & time
- Contact number
- Venue address
- Occasion / theme
- Approximate guest count (final numbers due 2 weeks prior)

2

## MENU, BUDGET & CONSULTATION

We will send you our sample menu with dishes that we have done at previous functions.

We are here to give recommendations, insight to popular meals & suggestions of what dishes compliment each other to help you build a menu that feels just right for your event.

Do you have a budget in mind? We'll tailor recommendations accordingly and can suggest alternatives to suit it.

3

## QUOTING, CONFIRMING MENU

After discussing the details of your event, you will receive a quote including a breakdown of each dish/canapé, and any additional expected costs. If there are any queries or changes you'd like to make, we are happy to relook and adjust the quote accordingly. If it is accepted and we both have a great understanding of what is expected or required, we can lock in the menu!

4

## TWO WEEKS PRIOR

- Final guest numbers confirmed
  - Menu finalised (including any dietary changes)
- 50% deposit due to secure the booking

5

## DAY OF EVENT: HARVEST TABLE SET UP/DROP OFF

We usually arrive 1.5–3 hours before food is served, depending on set-up needs. Together, we'll decide if you'd like us to:

- Set up and leave before guests arrive, or
- Stay on-site for heating, plating, and serving

6

## FINAL PAYMENT

Final invoice will be sent after the event, once staff hours (kitchen team, waiters, barmen, etc.) have been tallied.

## OPTIONAL EXTRAS (Quoted Separately)

We like to keep things simple and transparent. The following extras are not essential, but available should you wish to add them to your event. All costs will be clearly indicated in your quote so there are no surprises.

### 1. VENUE CONSULTATION & CALL OUTS

If you'd like us to view your venue before the event, we can arrange a call-out. This covers our time and travel, and includes walking through the layout, checking access and set-up space, and discussing the event flow. The fee depends on location and will always be confirmed upfront.

### 2. RENTALS & DÉCOR

- Crockery, cutlery, glassware, and platter rentals
- Serviettes, biodegradable plates/bowls, or other tableware options
- Flowers, table styling, and decorative props

### 3. PRINTED MATERIALS & DESIGN

- Menu cards
- Place cards or signage
- Simple design/styling to tie in with your event theme

### 4. STAFFING

Extra kitchen assistants, waiters, or barmen (hourly rates depending on requirements)

### 5. LAST-MINUTE MENU CHANGES

Please note that late changes may incur additional costs, as provisioning and prep are planned in advance. We'll always do our best to accommodate, but any extra delivery or sourcing fees will be communicated beforehand.

## TERMS & CONDITIONS

### ON-SITE REQUIREMENTS

To keep things as hassle-free as possible, we don't bring in large cooking equipment. Most of the prep is done ahead of time, so on the day we simply need a bit of counter space and, depending on the menu, access to an oven, gas stove or braai.

If kitchen equipment required is not up to standard, then we'll need to hire in that will be needed for your account. Pricing can only be confirmed upon site inspection and equipment required

Our goal is to make the process effortless – we come in, set up, and leave behind nothing but a gorgeous Harvest Table for you and your guests to enjoy.

### ALLERGIES

We do our utmost to prevent cross-contamination, but cannot guarantee a completely allergen-free environment. If there may be complaints or and medical complaints of our food, you must report the incident within 12hours.

## PRICING

Because every event is unique, we don't have a fixed price list. Costs depend on seasonal ingredients, guest numbers, menu style, and level of service.

We reserve the right to amend prices should our cost price fluctuate beyond our reasonable control. Our prices are based on current cost of food at the time of the quote and are subject to change. The prices in the quote are valid until December 2025.

For set-ups, there is a charge per hour, and this varies depending how many additional hands are needed (assistants, servers). All of this will be included in your quote upfront, as well as the delivery fee.

## CONFIRMATION, CANCELLATION & DEPOSITS

- For full Harvest Table set-ups (25+ guests), we require 14 days' notice with confirmed menu, guest numbers, and dietary requests prior to function date. If in the case of a wedding, or a large function that is booked 4 months + in advance, we will require a 10% deposit to lock in the date.
- Smaller events or a simple menu can often be accommodated with less notice, depending on our schedule – we always try our best!
- A 50% deposit secures your date, 2 weeks prior to the event. The balance is due the day after the event. Your deposit will be deducted from your final invoice.
- If the event is cancelled within 7 (seven) days of the function date, the full quoted amount remains payable.
- Please note no decrease in numbers will be accepted after confirmation date.
- If crockery and cutlery are required, in the event of any losses / breakages, it will be billed to you at the replacement value.
- Please send proof of payment to [leigh@hoekedfrozendelicious.com](mailto:leigh@hoekedfrozendelicious.com), using your name and function date as reference

Please note: deposits are non-refundable in the case of cancellation. This is because we reserve the date for you, often turn away other bookings, and may have already started planning, sourcing, and prepping for your event. Thank you for understanding.

## ADDITIONAL

- We do not do Halaal or Kosher meals.
- Should an ingredient, for any reason, be unavailable we reserve the right to replace it with a suitable substitute. We will however inform you beforehand.

SIGN \_\_\_\_\_



**CLIENT INFORMATION:**

**Name:** \_\_\_\_\_

**Surname:** \_\_\_\_\_

**Contact number:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

## EVENT DETAILS

**Event date & time:** \_\_\_\_\_

**Contact number:** \_\_\_\_\_

**Event venue address:** \_\_\_\_\_

**Occasion / theme:** \_\_\_\_\_

**Approximate guest count (final numbers due 2 weeks prior)** \_\_\_\_\_

**Please feel free to leave any other information below. If you already know what you would like for your menu, please include. Otherwise, we will set up a consultation to work on the perfect menu for you.**

**EXTRA INFO / CHOOSSEN MENU :**

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**Signed at:** \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_