

*Host a Toast*

**EVENT STAFFING &  
CONSULTING**



# EVENT STAFFING



At Host a Toast, we provide experienced hospitality professionals who bring integrity, care, and excellence to every event.

Whether your event is celebratory, formal, or deeply personal, our staff shows up prepared, polished, and attentive.

We provide staffing for:

- Weddings & rehearsal dinners
- Graduation parties & milestone celebrations
- Corporate events & private functions
- Memorials, celebrations of life & family gatherings



When you work with Host a Toast, client experience is our top priority. Our staff arrives on time, dressed appropriately, and ready to serve with confidence and discretion. We pride ourselves on being the kind of team you don't have to manage.

# STAFFING RATES



## SERVICE MANAGERS

**\$68 / 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

**\$68 / 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!](#)



## CATERING MANAGERS

**\$68 / hour**

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



## SERVERS

**\$62 / hour**

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

# CONSULTING

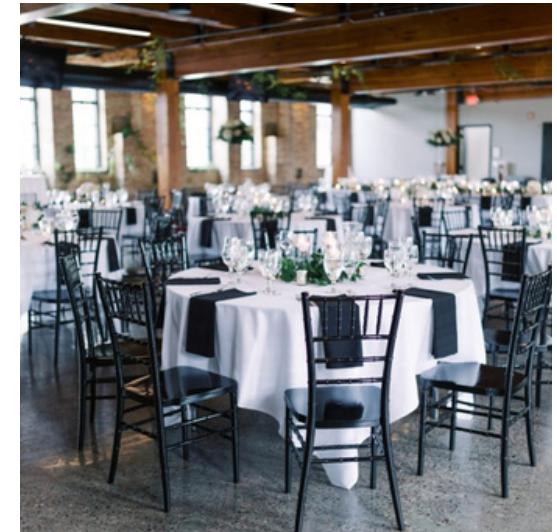
Most large events, especially weddings, will incur a Consulting Charge that covers time, energy and expertise reviewing details and putting together a cohesive & custom service plan.

Events, such as weddings, with intricate timelines, multiple caterers/vendors, and rental management all need extra time and attention to ensure a seamless collaboration.

Most consulting charges include at least (1) in person walk through at the venue.

During our initial conversations we will review the needs of your event and assess appropriate Consulting Charges.

Consulting Charges range from \$250 - \$1000+ and are based on the specific needs of the event.



# FAQ'S



## WHAT DOES YOUR TEAM WEAR?

Our team wears a professional, all-black uniform, including a black branded polo. If you would prefer for our team to wear something other than the standard uniform, we have more formal options as well.

## CAN I GIVE THE TEAM GRATUITY?

Yes of course! Gratuity is always at your discretion and 100% of gratuity is distributed equally among the service team based on hours worked.

## DO YOU MANAGE BEVERAGE SERVICE?

Host a Toast offers Beverage Service for client provided alcohol. Please inquire and we will send more information about this service.

## DOES HAT PROVIDE RENTAL ITEMS (GLASSWARE, PLATTERS, LINENS, ETC.)?

While Host a Toast is not a traditional rental company, we do have some items in our inventory that are helpful for service. Items such as trays, pitchers, assorted service & display-wares etc. We are also able to source linens, plates, flatware, glassware etc. from our preferred rental partners and provide delivery.

Items sub-sourced by HaT will incur a 20% markup and applicable delivery charges.





# GENERAL POLICIES

- 2 person minimum // 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.
- A DOC is required for Weddings. This person must be sober and available for the duration of the event.
- Hours worked past the contracted time frame 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 – \$39 per person / \$78 minimum.
- Processing Charge – 3.3% 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) or ACH in advance this fee can be waived.