



catering contract

Today's Date:	Date of Event:	Confirmation Date:
Estimated Count:	S M T W TH F S	Final Count:

EVENT TIME TABLE

Travel:	Caterer Arrives:	Guests Arrive:	Bar:	Service:
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Contact Person:	Phone (home):	(work):
Name of Organization:	Type of Event:	
Address:	State:	City: Zip:

DELIVERY INSTRUCTIONS

Name of Location:	Address:
Contact Person:	Phone:

Notes:

Food & Beverage Cost	
Equipment Cost	
Delivery Charge	
Additional Charges	
Final Quote	
Deposit	
Balance Due	

Guarantee final count due seven days prior to event.

Party Consultant:

Signature:

OFF-PREMISE SERVICES

A separate check is required for service.

Manager	X	hrs.=	X \$	Per hour	=
Servers	X	hrs.=	X \$	Per hour	=
Bartender	X	hrs.=	X \$	Per hour	=

Gratuity is appreciated but at your discretion.



checklist

- Beverage Fountains
- Bread Knives
- Buffet Tables
- Butter Warmers
- Cake Stands
- Candelabra
- Candles
- Carving Stations
- Heat Lamp, Cutting Board
- Fork, Steel, Knife
- Chafers
- Cheese Boards
- Display Buffet Carts
- Dressing Crocks
- Fish Platters
- Floral Accessories
- Fuel for Chafers
- Heat Lamps
- Ice Carving
- Ladles
- Lighting
- Linens
- Matches
- Menu Displays
- Napkins
- Pan Inserts
- Full, Half, etc.
- Long, Round, Oval, etc.
- Pedestal Display Stands
- Lighted, Mirrored, Plastic, Silver
- Petite Marmites
- Pie & Cake Servers
- Portion Scales
- Props
- Backdrops, Banners, Drape
- Punch Bowls
- Rechaud Stoves
- Relish Dishes & Servers
- Salad Serving Utensils
- Fork, Spoon, Tongs
- Serving Bowls
- Glass, Plastic, Silver
- Serving Forks
- Serving Spoons
- Skirting
- Sneeze Guards
- Soup Kettles
- Soup Tureens
- Stantions
- Tents (outdoor)
- Theme Party Kits
- Tongs
- Plastic, Spaghetti, S/S
- Transport Equipment
- Frozen, Heated, Refrigerated
- Trash Receptacles
- Trays
- Waffle Irons
- Warmers
- Water Pitchers
- Woks

