

YOUR CATERER

Name _____

Contact _____ Phone _____

Address _____

Cost per person _____ Extra person fee _____

Overtime fee _____ Gratuities _____

Cake cutting fee _____ Fee for pouring coffee _____

Cost per drink _____ Corkage fee _____

Cost _____ Sales tax _____ Total _____

Deposit _____ Date due _____ Balance _____ Date due _____

Date and hours reserved _____

Person who will attend reception _____

Final head count _____ Date turned in _____

Type of reception (sit-down, buffet, etc.) _____

MENU

Hors d'oeuvres _____

_____ Cost _____

Salads _____

_____ Cost _____

Main course _____

_____ Cost _____

Other _____

_____ Cost _____

_____ Cost _____

Dessert _____

Cost _____

Cake _____

Cost _____

Beverages _____

Cost _____

Linens _____ Fee _____

Glasses _____ Fee _____

Silverware/serving pieces _____ Fee _____

Tables/chairs _____ Fee _____

Setup time _____ Cleanup and rental returns policy _____

Wedding cake provided yes no Groom's cake provided yes no

Bartending provided yes no Who provides liquor? _____

Decorations available yes no Describe _____

Ratio of servers to guests _____

Cancellation policy _____

Notes _____
