



Day	Date
# guests	Guarantee
Time	Location
Set/Ready	

Event/Organization Name		
Billing Address		
Rep Name/Title		
Phone	Fax	email
		billing code

plated buffet hors d oeuvres pick up drop off misc
 (Open Bar) (Cash Open)

Misc Charges

Linen (round tables) \$6.75 each
 Cash bar set up \$75.00

	people @		per person	
misc food charges				
other charges				
delivery charges				
sub total				
Tax				
Total				
less deposit				
less 2 nd deposit				
less 3rd deposit				
please pay this amount				

Seven days notice must be given for EXPECTED number of guests attending. Final GUARANTEE NUMBER is due seven days prior to function. .
Cancellations for events are calculated and explained in the Catering Guide.
Event must be paid in full seven days before the event.

Customer Signature/Acknowledgement of Services

Signature
date