



# CATERING CONTRACT FORM

FUNCTION DATE

START TIME

FOOD SERVICE TIME

END TIME

LOAD IN/SET UP TIME

CONFIRMATION DATE (FOR FOOD ORDER, FINAL ATTENDANCE, ETC)

TYPE OF FUNCTION

FOOD SERVICE STYLE:  BUFFET  FAMILY STYLE

PRIVATE EVENT:  YES  NO

EVENT DETAILS

TICKETED EVENT:  YES  NO      TICKET PRICE

LOCATION

ESTIMATED ATTENDANCE

EQUIPMENT RENTAL(SPECIFY BELOW)



# CATERING FORM

## MENU CHOICES

## SPECIAL REQUESTS

## ALLERGIES

TYPE OF DRINK SERVICE:  OPEN BAR  CASH BAR MORE INFO:

CONTACT PERSON EMAIL

PHONE NUMBER PAYMENT METHOD:  CASH  CHEQUE  CREDIT CARD

CREDIT CARD NUMBER

DEPOSIT AMOUNT PAID INVOICE REQUIRED:  YES  NO

\* Cancellations must be given a minimum of 1 month prior to the event.

\* La Fromagerie will add 18% gratuity on all drink & catering done in house and 10% on any out of restaurant catering.

\* All catering must be paid within 48 hours of the event date.

\* 1% surcharge will be added daily to any bill past-due. By signing below, I authorize my card on file to be charged should I exceed the 48 hour time period.

\* If you spend over \$1000 in catering, your deposit will be applied as a credit to your bill.

SIGNATURE

DATE