

~ X Catering & Event Planning, Inc. ~

Address

Telephone: Fax:

E-Mail:

**REGULAR LETTER**

<Date>

Dear <client>,

*Thank you for contacting X Catering to quote your function for <date, 2015>. We appreciate the opportunity to present the enclosed menus and service suggestions for your special event!*

*We took the information you provided and have created a custom proposal to suit your needs. Please review the attached information and let us know what you think. Feel free to choose any of the enclosed menus.*

*We know that some events require a little more thought and planning. If you are unsure about booking with us, but want us to hold your date, you may pay a retainer to hold your date while we work together to plan your event. Should you decide that X is not the best caterer for your needs, we will refund your retainer, less 20% to cover the administrative costs of preparing your contract, and any payments that have been made to vendors, on your behalf, that are not refundable.*

*We are excited at the prospect of providing your catering needs and showcasing what we do best: providing unforgettable service, amazing décor and top-notch food.*

*If you have any questions please do not hesitate to call us.*

*Your Caterer,*

*Full Name*

*Owner*

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**WEDDING LETTER**

March 16, 2015

Dear Andrew and Jennifer-

*Thank you for contacting X Catering concerning your wedding on Oct 2, 2015. We appreciate the opportunity to present the enclosed menus and service suggestions for your special event!*

*X Catering is not only a full service caterer, but also a complete Event Planning and Event Management company. In addition to offering superior foods and unparalleled services, we also are able to provide flowers, cakes, entertainment, photography, videographer, tents, decor, food and much more.*

*At each event we realize you will never get a chance to have a do-over. Our elaborate food presentation, elegant settings, proper etiquette are a must because we are a reflection of you while on your payroll. With over 20 years of experience, meticulous planning and implementation of your plan are second nature to us and our professional staff.*

*If needed we will schedule a site visit with one of our event planners. This will give us a chance to go over the finer details, answer any questions you may have, and talk about your pricing and options. We know that some events require a little more thought and planning. If you are unsure about booking with us, but want us to hold your date, you may pay a retainer of 1000.00 to hold your date while we work together to plan your event. Should you decide that X Catering is not the best caterer for your needs, we will refund your retainer, less 20% to cover the administrative costs of preparing your contract, and any payments that have been made to vendors, on your behalf, that are not refundable.*

*We are excited at the prospect of providing your catering needs and showcasing what we do best: providing unforgettable service, amazing décor and top-notch food. If you have any questions please do not hesitate to call us.*

Your Caterers,

Full Name

Owner/Event Planner

~ X Catering & Event Planning, Inc. ~

Address

Telephone: Fax:

E-Mail:

***Client***

*P.o.c.:*

*Date*

*00 Guests*

*Guests Arrive: Function Closes:*

***Menu***

~



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Address  
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**DÉCOR ITEMS:**

16. Color: (            )

**LAYOUT:**

<u>USE:</u>	<u>TABLE SIZE/TYPE:</u>	<u>#</u>	<u>LINEN SIZE:</u>	<u>#</u>	<u>LINEN COLOR/TYPE:</u>	<u># CHAIRS /TYPE:</u>
Buffet 1#						
Buffet 2#						
Bar 1#						
Bar Back						
Seating						
Bistros						
Sashes						
Specialty drink table						

**TERMS / UPGRADES (see rentals sheet)**

17. Action station & Bartenders 110.00 each for 3 hours
18. Elegant disposables-3.46 pp / Plates: 6 or 9 inch / Cups: 9 or/and 12oz. cups (hard/soft) cocktail napkins, dinner napkins: (color):
19. Elegant disposable martini or champagne flutes .75 per person.
20. Shot glasses & Asian spoons .50 each
21. Japanese tasting plates 1.10 per person.
22. Burners 45.00 each
23. Ovens / Grills / Cres-cor / Fryers 75.00 each
24. Speed racks – 50.00
25. Three layer cart – 25.00
26. Ice 2.50 per bag

**MISC:**

27. All menus are subject to an applicable tax rate based on the county in which the event is taking place, 22.9% service charge and a Seventy-five dollar delivery fee. (Based on location)
28. 22.9% service charge covers overhead, liability insurance, and administrative fees.

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29. To secure your date, a retainer of 500.00 is required on contracts under 5000.00, a retainer of 1000.00 is required on contracts over 5000.00. 80% of this retainer is refundable if you choose to cancel your contract. 20% of your retainer is non-refundable and is used to cover administrative costs.
30. All pricing and number of staff are based on specific menu and guest count given, and will be subject to change based on those factors.
31. A greater than **10% reduction** in guest count will result in an **increase** in the price per person of your meal package.
32. All prices quoted reflect payments of cash, check, or money order. Payments made by credit card are subject to a 4.5% fee.
33. A twenty-five dollar gratuity or more is not required, but gladly accepted by our staff.
34. Any overtime incurred will be billed at \$15.00 per employee for every 30 minutes over contracted serving time. **We cannot bill you for overtime without your consent.** Overtime rarely happens.
35. Some food items are subject to market availability of specific menu items. Menu is subject to and probably will have small changes by the chef. We work with fresh items. If changes occur they will be an equal or greater value. The menu will not decrease in size or quality.
36. Please note that the price per person may fluctuate +/- \$5 depending on customer choices.
37. They want no worries this day. That is why you choose us!



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**CONTRACT AGREEMENT BETWEEN B&B CATERING AND BELOW NAMED CLIENT:**

<i>Client Information</i>		<i>Event Information</i>		
<b>Client Name:</b>		<b>Location:</b>		<b>Date:</b>
<b>Address:</b>		<b>Address:</b>		<b>POC:</b>
<b>Cty., St., Zip:</b>		<b>Cty., St., Zip:</b>	Fayetteville, NC 28305	<b>Phone:</b>
		<b>County:</b>	Cumberland	
	<b># of Guests</b>	<b>Price Per Person</b>	<b>Event Cost</b>	
<b>A) MEAL PACKAGE</b>	25	\$5.00	\$125.00	
<b>B) BAR/BEVERAGE INVOICE</b>			\$0.00	
<b>C) 22.9% FOOD/BEVERAGE SERVICE CHARGE</b>			\$28.63	
<b>D) RENTAL/ACCESSORY PACKAGE (see attached)</b>			\$0.00	
<b>E) DELIVERY FEE</b>			\$75.00	
<b>SUBTOTAL OF TAXABLE ITEMS</b>				<b>\$228.63</b>
<b>SUBTOTAL</b>				<b>\$228.63</b>
<b>NC Sales Tax (rate based on county of event location)</b>		<b>7.00%</b>		<b>\$16.00</b>
<b>F) BARTENDER</b>			\$0.00	
<b>G) ACTION CHEF</b>			\$0.00	
<b>H) BAND/DJ</b>			\$0.00	
<b>I) LIMOUSINE/CARRIAGE SERVICE</b>			\$0.00	
<b>J) WEDDING CAKE</b>			\$0.00	
<b>K) VIDEOGRAPHER</b>			\$0.00	
<b>L) FLORIST/EVENT COORDINATOR</b>			\$0.00	
<b>M) ICE SCULPTURER/PYROGRAPHICS</b>			\$0.00	
<b>N) GRATUITY (optional)</b>			\$0.00	
<b>SUBTOTAL OF NON-TAXABLE ITEMS</b>				<b>\$0.00</b>
<b>TOTAL BILL</b>				<b>\$244.63</b>
<b>Merchant fee of 4.5% of Total Bill if paid by Credit Card</b>			4.50%	<b>\$11.01</b>
<b>GRAND TOTAL</b>				<b>\$255.64</b>
<b>Retainer:</b>				
<b>Deposit Due at Contract Agreement - 50% of (Total Bill less Retainer):</b>				<b>\$122.31</b>
<b>FINAL PAYMENT:</b>				
<b>BALANCE DUE (Late Fees Are Covered Below)</b>				<b>\$122.31</b>

Complete menu, all serving equipment, set-up, clean up automatically included and specified by application on attachments. Gratuity is not automatically added to your contract, but a customary tip of 25.00 per employee is normal and will be wonderfully accepted- they are professional and work hard.

- 1) It is further agreed as a condition precedent of the agreement that the client will pay a fifty percent (50%) deposit of the total bill upon acceptance of this contract.
- 2) All functions will be paid in full 48 hours prior to the day of the event. If other payment arrangements are made, both Client and Caterer MUST initial and date contract beside client's name above.
- 3) Client agrees to contact the caterer seven (7) days prior to the function in writing as to a definite number of guests guaranteed. After this seven day period, guest count may be raised, but may not be lowered.
- 4) Additional guests will be charged at the same rate.
- 5) A significant variance in guest count, ten percent (10%) below guaranteed minimum, will result in a higher cost per person.
- 6) Client agrees to supply caterer with a definite floor plan ten (10) days prior to the function.
- 7) Client agrees to start the function promptly at the scheduled time and to vacate the premises at the closing hour indicated. The client further agrees to reimburse the caterer for overtime wage payments or other expenses incurred by the caterer because of clients' failure to comply with these regulations.
- 8) In the event of breach of this agreement by client, the caterer may keep the 50% Deposit and client shall be obligated to reimburse caterer for any damage cost incurred by reason of breach thereof. 20% of any retainer paid is non-refundable and is used to cover the administrative costs of preparing your contract.
- 9) Payment is accepted in the form of cash, check or money order. Payments made by credit card are subject to a 4.5% fee.
- 10) Any refunds due to the client, on a credit card transaction, will have a 4.5% credit card transaction fee deducted from the amount refunded.
- 11) All Weddings must be paid in full 48 hours prior to event.
- 12) A 50.00 late fee will be added to your bill every 14 calendar days past your function day if payments are not received by function day, unless prior payment arrangements have been made in writing and attached to the contract with initials of caterer and client.
- 13) The 22.5% service charge is not gratuity-it covers overhead, liability insurance and administrative fees.

**CLIENT'S SIGNATURE**

**DATE**



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**Address**

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**E-Mail:**

**CATERER'S SIGNATURE**

**DATE**

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