

X Catering & Event Planning, Inc.
Created this Custom Event for _____

The Big Day

P.o.c.:
, 2015
Guests

a.m. p.m. B&B Arrives

: Attendants & Photographer arrive

: Guests arrive at wedding

: Wedding

: Family pictures out front

: Beverages and hovers served out front to family get B&G a drink

: Beverages open, hors d'oeuvre passed, specialty drink

: B&G announced

: Buffet opens

*Band Time Line: cd's / light band / band break cd's / Dances / Band Kick it up / one more
band break / (Not near the end!)*

: Dances: 1st dance: G & MOG-song:

2nd dance: B & FOB-song:

3rd Dance: B & G song:

: Cut cake

: Toasts by MOH, BM & Dad

: Garter & Bouquet

: Function closes to dramatic exit

"Menu"

Contact _____ at _____

~ X Catering & Event Planning, Inc. ~

15. Full bar / beer and wine bar / Specialty Drink / Champagne
16. Beverage quantities covered on Beverage quantity sheet
17. Type of Bar (6 ft. High Bar– 8 ft.– 2 serps– 6 ft. skinny) Set up bar glasses:
back/front
18. Ice for bar by: Caterer or Client / Quantity of Bags Cooler for Beverages by: _____
or Client / Covers:
19. All bar service add 1.75 per person for liquor liability insurance
20. Bartenders 110.00 each for three hours.
21. Trash can for bar by: _____ / Bags by: _____
22. Beverages passed or presented on table

BEVERAGE QUANTITIES / FULL BAR / 100

FUNCTION NAME: _____ DATE: _____ 2012

ITEM / BRAND	SIZE	QUANTITY	SUPPLIER
SCOTCH/ Dewers	½ GAL	1	CLIENT
BOURBON /Jack Daniels	½ GAL	1	CLIENT
VODKA / Absolute	½ GAL	2	CLIENT
BLEND WHISKY/ Crown	½ GAL	1	CLIENT
GIN/ Blue Sapphire	½ GAL	1	CLIENT
RUM / Bacardi / White	1/5	1	CLIENT
TONIC	QT	6	Caterer
CLUB SODA	QT	4	Caterer
ORANGE JUICE	QT	4	Caterer
GRAPEFRUIT JUICE	QT	2	Caterer
CRANBERRY JUICE	QT	Caterer	Caterer
TOMATO JUICE	QT	2	Caterer
GINGER ALE	QT	3	Caterer
COKE	CANS	32	Caterer
DIET COKE	CANS	Caterer	Caterer
SPRITE	CANS	Caterer	Caterer
REGULAR BEER / MGD	BOTTLE	40	CLIENT
LITE BEER /Miller Lite	BOTTLE	40	CLIENT
IMPORT	BOTTLE	40	CLIENT
PINOT GRIGIO	750 MLBOTTLE	6	CLIENT
WHITE/ Chardonnay	750 MLBOTTLE	8	CLIENT
RED / Pinot Noir	750 MLBOTTLE	8	CLIENT
CHAMPAGNE / Korbell	750 ml BOTTLE		CLIENT
LEMONS/LIME	Each	4/4	Caterer
BAR TOOLS/SCOOPS		YES	Caterer
ICE	Bag	18	Caterer

BEVERAGE QUANTITIES FOR BEER & WINE / 100

FUNCTION NAME: _____ DATE: _____ 2012

ITEM / BRAND	SIZE	QUANTITY	SUPPLIER
COKE	CANS	40	CLIENT
DIET COKE	CANS	41	CLIENT
SPRITE	CANS	36	CLIENT
REGULAR BEER / MGD	BOTTLE	45	CLIENT
LITE BEER / Miller Lite	BOTTLE	45	CLIENT
IMPORT / Corona	BOTTLE	80	CLIENT
PINOT GRIGIO	750 ML BOTTLE	11	CLIENT
WHITE/ Chardonnay	750 ML BOTTLE	16	CLIENT
RED / Merlot	750 ML BOTTLE	15	CLIENT
CHAMPAGNE / Korbell	750 ml btl	1	CLIENT
Corona limes / wedges	Each	Caterer	Caterer
ICE	Bag	Caterer	Caterer
BAR TOOLS		YES	Caterer
ICE BUCKET / SCOOP		YES	Caterer

BEVERAGE QUANTITIES FOR BAR

FUNCTION NAME: _____ Date: _____ 2015

Pre-Sale Bar

	# of Guests	Price PP	TOTAL COST	SUPPLIER
BEER/ WINE		\$ 11.00	\$ -	Caterer
SODAS		\$ 1.50	\$ -	Caterer
SPECIALTY DRINK	0	\$ 4.50	\$ -	Caterer
BAR SET UPS	0	\$ 3.50	\$ -	Caterer
LEMON/ LIME WEDGES	YES	NC		Caterer
BAR TOOLS	YES	NC		Caterer
ICE BUCKETS / SCOOPS	YES	NC		Caterer

Pre Tax TOTAL COST: \$ -

BEERS include Domestic and Imported Bottles

WINES include Pinot Grigio, Chardonnay, Merlot, and other Premium Wines

SODAS include Coke, Diet Coke, and Sprite

SET UPS include mixers, fruit juices, tonic, club soda, and Ginger Ale. SET UPS typically included for events with a full bar.

Caterer

PROFESSIONAL STAFF:

23. Attire: Chef’s Coat/ event staff shirt for set up

DÉCOR:

- 24. Complimentary décor: fabric accents (colors:) table props for buffet (glass blocks / votives / iron risers / cheese boxes / mirrors)
Specialty décor or theme décor:
- 25. Trees silk

LAYOUT:

- 26. Parking area – mode: lighting / event signage / shuttles / horse carriage / golf carts with drivers –lights –radios - H2O / parking attendants / valet
- 27. Reserved Tables: (size: seats: quantity:) **make signs**
- 28. B&B vans & employee cars, where:
- 29. Area/house/banquet room lighting? (Describe):

WORK / KITCHEN / STORAGE AREA: (size - location)

- 30. Are there stairs or multiple floors?
- 31. Where will delivery/unloading be done? **Unloading area:** (distance in ft) Cart?
- 32. Special notes: You are in a closet
- 33. Are there elevators? YES/NO
- 34. Oven with burners - (size & quantity)
- 35. Fridge - (size & quantity) Grill – (size: / gas?) Ice machine: YES/ NO
- 36. Electricity – Where are electrical outlets? Fuse box?
- 37. How much distance between prep/plating area and guests:
- 38. Put cloth under coolers and cambryos- be careful of the floor! NEW HOUSE
- 39. Facility maintenance P.O.C. (Name): (Phone):
- 40. Location of fire extinguishers:

<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#	5' Round	1	120 round	1		
Buffet 2#	Serps	2	90x156	2		
Overlay			Fabric			
Bar 1#	6 ft. high	1	90 x`156	1		
Bar Back	6 ft. high	1	90x156	1		
Seating	5' Round		120 round			
Bistros	Cocktail Table		120 round			
Sashes						
Band/DJ	8'	1	90x156	1		
Head / Sweetheart Table	8'	2	90x156	2		
Overlay			90x156			
Cake	4'	1	108 round	1		
Overlay		1	108 round	1		
Present Table	8'	1	90x156	1		
Specialty drink tbl	6' skinny	2	54x120	2		
Sign In Table	8'	1	90x156	1		
Other						
BB work tbl	8'					

B&B kitchen equipment needed: (See rental sheet for costs)

41. Work tables: (size & quantity – 8ft.)
42. **Fire** = Oven Gas (#) / Electric oven (#) / Deep Fat Fryer small-(#) / LG-(#) / Crescor with sheet pans and Sterno (#), Double boiler (#), Burners with gas (#), Blow torch (#), Fat Daddy Hansel & Gretel, ½ sheets/ full sheets (#), warming light (#)
43. **Cleaning:** Bus Tubs (#), 3 layer cart(#),
44. Rolling Chef / Bar cart
45. Trash area: trash cans(#) / bags by: B&B or Client, Cover trash cans YES/NO / Haul Away YES/NO
46. Extension Cords: (#) (length)
47. **“Event Powered by” Sign**

VENDORS SECTION

RENTALS: CONTRACTED BY CLIENT/ B&B

- 48. Name:
- 49. Phone # Emergency

BAND/D.J./SOLOIST CONTRACTED BY CLIENT / B&B

- 50. Name:
- 51. Web Site:
- 52. Electrical Needs: 1 – 110 20 amp circuits.
- 53. Have a mic available?

ICE ARTIST CONTRACTED BY CLIENT/ B&B

- 54. Name:
- 55. Web:
- 56. Address :
- 57. Phones main / cell / fax
- 58. Drip bucket available?
- 59. Deliver to: Address
- 60. Trays returned by whom?
- 61. Fabric / blocks need?

PHOTOGRAPHER / VIDEOGRAPHER: CONTRACTED BY CLIENT or CATERER

- 62. Name:
- 63. Phone #
- 64. Email:
- 65. Arrival time: 12:30 pictures will start at the church

CAKE ARTIST CONTRACTED BY CLIENT or CATERER

- 66. Name:
- 67. Phone #
- 68. Email:

69. Arrival time:

FLORA CONTRACTED BY CATERER; CONTRACTED BY CLIENT

70. Name:

71. Floral Notes:

Colors: Main flora: Containers

72. Containers For All Flora Are Rentals Only And Must Be Returned At The Conclusion Of The Event – Live Flowers May Be Kept, But It Is The Responsibility Of The Client To Provide Containers For Removal.

FLORAL CHART FOR: WEDDING / DATE:

LIVE / MAIN FLOWER: / COLORS:

USE	STYLE/ VISION	FLOWERS	COLORS	CONTAINER	# STEMS MAIN FLOWER	# PER	COST PER:	TOTAL COST:
Church Flora:								
Altar						2	125.00	250.00
Bride's Bouquet						1	100.00	100.00
Throw Away Bouquet						1	0.00	0.00
Bridesmaids						3	45.00	135.00
Corsages:						4	25.00	100.00
Men's Boutonnieres						5	15.00	75.00
Pew Markers with Flowers						2	50.00	100.00
Pew Bows						12	10.00	120.00
Other:								0.00
Reception Flora:								
Buffet #1						1	160.00	160.00
Buffet #2						1	135.00	135.00
SHADOW BOX BAR						1	50.00	50.00
Seating Tables						6	45.00	270.00
Bistros						8	30.00	240.00
Head Table						3	35.00	105.00
						2	150.00	300.00
Addtl. Votives +candles						1	75.00	75.00
Pre Tax TOTAL COST:								2215.00

PYRO

73. Cost 300.00 – 600.00 PROVIDED BY CATERER

REFRIGERATION COMPANY BY B&B

- 74. Cost 300.00 Electric Needs 1- dedicated 20 amp circuits / 75 ft. cord.

***Vendor Note for all vendors that are sub-contracted by CATERER:**

While B&B will take responsibility for sub-contracting vendors, each vendor is responsible to put forth a high quality, professional effort to insure that they perform up to B&B standards. If the vendor fails to do this, we will do our best to insure fairness in negotiating with the client. However, Catering and Event Planning Inc. is not responsible for the actions of sub-contracted vendors if we hired them and never if the client hires them.

CLIENT NOTES

- 75. Responsible for: favors / cake knife/ B&G toasting glasses
- 76. Client China /Glassware: We do not wash client glassware and charge a small fee for washing client china and utensils.
- 77. **Guest count needed no later than 7 days out.**
- 78. **No changes can be made to rentals within 2 weeks of event.**

B&B NOTES

- 79. Work the lighting
- 80. Function check list
- 81. Have we done a buffet / tray / layout to coordinate the food and buffet for the chefs? (i.e. what food on what buffet?)
- 82. Do we and who has the invoice?
- 83. Caterer attendant & Caterer To-Go Trays for all weddings

TERMS / UPGRADES (see rentals sheet)

- 84. Rolling Chef or Rolling Bartender 150.00 each + 50.00 for the Cart
- 85. x Action station & x Bartenders 110.00 each for 3 hours
- 86. Friands Course 1.50 per person with “Thank you” note at table from you.
B&B gets frame and paper for nice note.

(Example: “Dear Friends, Thank you for spending this wonderful day with us. It has been our joy to have you at our home to share in Bill & Kristin’s wedding day. Love, Thom & Beverly”)

- 87. Elegant disposables- 3.46 pp or Starter disposables - 2.48 pp
Plates: 6 or 9 inch / Cups: 9 or/and 12oz. cups (hard/ soft) cocktail napkins, dinner napkins: (color):
- 88. Elegant disposable martini or champagne flutes .75 per person.
- 89. Shot glasses & Asian spoons .50 each
- 90. Japanese tasting plates .85 per person.
- 91. x Burners 45.00 each
- 92. x Ovens / Grills / Cres-cor / Fryers 75.00 each
- 93. x Ice 2.50 per bag

MISC:

94. 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)
95. 22.9% service charge covers overhead, liability insurance, and administrative fees.
96. 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.
97. 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.
98. A greater than **10% reduction** in guest count will result in an **increase** in the price per person of your meal package.
99. All prices quoted reflect payments of cash, check, or money order. Payments made by credit card are subject to a 4.5% fee.
100. A twenty-five dollar gratuity or more is not required, but gladly accepted by our staff.
101. 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.
102. 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.
103. Please note that the price per person may fluctuate +/- \$5 depending on customer choices.
104. They want no worries this day. That is why us!

TENTS: 10X10 TENT	0	150.00	\$0.00
TENT FANS	0	25.00	\$0.00
TENT LIGHTING	0	12.00	\$0.00
55 CUP COFFEE MAKER	0	17.00	\$0.00
SILVER SAMOVAR 35 CUP	0	37.00	\$0.00
DAMAGE WAIVER INSURANCE	1	8.5%	\$0.00
DELIVERY FEE	1	155.00	\$155.00
Total Party Reflection Rentals			\$155.00
FABRIC OVERLAY		15.00	\$0.00
POLE DRAPES		12.00	\$0.00
DECOR PLANTS (ferns, potted plants) ea		12.00	\$0.00
3 LAYER CARTS		25.00	\$0.00
TRASH CANS W/ LINERS		10.00	\$0.00
SAUTEE' BURNERS		45.00	\$0.00
BLOW TORCHES		25.00	\$0.00
2 X 5 GRILL or PIG COOKER		75.00	\$0.00
OVEN/GRILL/CRES-COR (Indus. Warmer)		75.00	\$0.00
SPEED RACK		75.00	\$0.00
ASIAN SPOONS		0.50	\$0.00
SHOOTERS/SHOT GLASSES		0.50	\$0.00
JAPANESE Tasting Plates		0.85	\$0.00
ICE BAGS		2.50	\$0.00
ELEGANT DISPOSABLES (per person)		3.46	\$0.00
Total Rentals			\$0.00
Grand Total Rentals & Accessories			\$155.00
Ordered??? Date Checked??? Date:			

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** _____

CATERER'S SIGNATURE _____ **DATE** _____