

CATERING PLANNER

FAX: 505-768-3239

Catering orders are requested in writing 30 days prior to your event.

| | | | | |
|---|---|---------------------------|--|----------------------------------|
| Name of Event | | Date of Event | | |
| Name of Representative and Title | | | | Phone |
| Name of Organization | | | | |
| Address | | | | |
| Location of Function | Start Time | End Time | Concessions Needed Yes <input type="checkbox"/> No <input type="checkbox"/> | Hours of Concessions Operation - |
| May tables be cleared during the program? | Bars Needed Yes <input type="checkbox"/> No <input type="checkbox"/> Hours: | Number of people Expected | Number Guaranteed | |

Guarantee must be confirmed 5 days prior to the function.

MENU:

SPECIAL DIETARY NEEDS:

| | | | | | | |
|-------------------------|---------------------------------|---------------------------------|------------------------------------|--------------------------------|-------------------------------------|---------------------------------|
| Type of Service: | <input type="checkbox"/> Buffet | <input type="checkbox"/> Plated | <input type="checkbox"/> Box Lunch | <input type="checkbox"/> China | <input type="checkbox"/> Disposable | Meal Price Per Person \$ |
|-------------------------|---------------------------------|---------------------------------|------------------------------------|--------------------------------|-------------------------------------|---------------------------------|

| | | | |
|--|--|--|--|
| Extra Service Requested: | <input type="checkbox"/> Linen Service | <input type="checkbox"/> Head Table for Served? Yes <input type="checkbox"/> No <input type="checkbox"/> | <input type="checkbox"/> Beverage Service |
| | Napkin Color : | | |
| | Table Cloth Color : | | |
| <input type="checkbox"/> Table Mirrors | <input type="checkbox"/> Candles | <input type="checkbox"/> Seat & Serve | <input type="checkbox"/> Additional Attendants Requested |
| | | | Extra Service Price Per Person: \$ |

Upon execution of this a BEO will be created and upon signing of the BEO it is hereby incorporated into the User License Agreement and subject to the terms and conditions outlined in the Food and Beverage clause. 50% of estimated total is due with signing of the BEO with the balance being due 5 days prior to event along with the final guarantee. Adjustments, additions and replenishments made after the final guarantee shall be accommodated based on availability.

NOTES:
