



MENU  
SELECTIONS

OFF-SITE CATERING CONTRACT

## Catering Details

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Date of Event: \_\_\_\_\_

Client Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_

Secondary Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### PAYMENT DETAILS:

Non-Refundable Deposit: \$500 \_\_\_\_\_

Guest Count and 50% Installment Due Date: \_\_\_\_\_

Final Guest Count and Balance Due Date: \_\_\_\_\_

### EVENT TIMES:

Venue Set-up/Access Time: \_\_\_\_\_

Event Begin Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_

Beverage Service Hours: \_\_\_\_\_

### FOOD SERVICE TIMES:

Appetizers: \_\_\_\_\_

Main Meal: \_\_\_\_\_

Dessert: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

### STAFFING:

» No Gratuity

» No Service Charge

» \$25 Per Bartender Per Hour

» \$25 Per Server Per Hour

Number of Bartenders: \_\_\_\_\_

Number of Servers: \_\_\_\_\_

Number of Bars: \_\_\_\_\_

## Venue Details

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Client Coordinates

Wineguys Catering Coordinates — Fee/Payment Terms: \_\_\_\_\_

### VENUE LOCATION

Venue Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Information: \_\_\_\_\_

COMMERCIAL BANQUET FACILITY

PRIVATE HOME OR VENUE

OUTDOOR EVENT

PUBLIC SITE (PARK, WATERFRONT, ETC.)

### OFFERINGS BY WINEGUYS CATERING

*Check all those that apply.*

#### BASICS (included items)

\_\_\_\_\_ China

\_\_\_\_\_ Glassware

\_\_\_\_\_ Flatware

\_\_\_\_\_ Basic Linens (tablecloths, napkins)

\_\_\_\_\_ Serving Dishes for Buffet Offerings

\_\_\_\_\_ Basic Tastings

\_\_\_\_\_ Wedding Cake Service

#### OPTIONAL (additional charges will apply)

\_\_\_\_\_ Champagne Toasting Flutes

\_\_\_\_\_ Valet Parking

\_\_\_\_\_ Theme Decorating

\_\_\_\_\_ Table Decorations

\_\_\_\_\_ Centerpieces

\_\_\_\_\_ Tent (outdoor events)

\_\_\_\_\_ Lighting

\_\_\_\_\_ Coffee Station

\_\_\_\_\_ Trash Cans

### ADDITIONAL VENUE REQUIREMENTS/ITEMS NEEDED

Power

Water

Porta Johns

Other: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

# APPETIZERS

TIER I — Appetizer Station

Appetizer Choice #1: \_\_\_\_\_

Appetizer Choice #2: \_\_\_\_\_

Appetizer Choice #3: \_\_\_\_\_

Appetizer Choice #4: \_\_\_\_\_

TIER II:  Appetizer Station  Server-passed Appetizers

Appetizer Choice #5: \_\_\_\_\_

Appetizer Choice #6: \_\_\_\_\_

# AMERICAN SERVICE

TIER I  TIER II  TIER III  TIER IV

Salad Choice: \_\_\_\_\_

Vegetable Choice: \_\_\_\_\_

Starch Choice: \_\_\_\_\_

Entrée Choice #1: \_\_\_\_\_

Entrée Choice #2: \_\_\_\_\_

Special Request: \_\_\_\_\_ Additional Charge: \_\_\_\_\_

Special Request: \_\_\_\_\_ Additional Charge: \_\_\_\_\_

# BUFFET SERVICE

TIER I  TIER II

Salad Choice: \_\_\_\_\_

Vegetable Choice #1: \_\_\_\_\_

Vegetable Choice #2: \_\_\_\_\_

Starch Choice #1: \_\_\_\_\_

Starch Choice #2: \_\_\_\_\_

Entrée Choice #1: \_\_\_\_\_

Entrée Choice #2: \_\_\_\_\_

Special Request: \_\_\_\_\_ Additional Charge: \_\_\_\_\_

Special Request: \_\_\_\_\_ Additional Charge: \_\_\_\_\_

# DESSERTS

SERVICE OPTIONS:  Dessert Station  Dessert Table Service

Dessert Choice(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# BEVERAGE SERVICE

FULL BAR OPTIONS:  House  Premium  Top Shelf

Bottled Beer Choices: \_\_\_\_\_

Keg Beer Choice: \_\_\_\_\_

Wine Choices: \_\_\_\_\_

Liquor Choices: \_\_\_\_\_

BEER & WINE OPTIONS:  TIER I  TIER II  TIER III

Bottled Beer Choices: \_\_\_\_\_

Keg Beer Choice: \_\_\_\_\_

Wine Choices: \_\_\_\_\_

Number of Bars: \_\_\_\_\_

## NON-ALCOHOLIC SOFT BEVERAGE SERVICE

*Included with FULL BAR and BEER & WINE Options Above*

SPECIALTY BEVERAGE ITEMS AND SPECIFIC REQUESTS:

\_\_\_\_\_  
\_\_\_\_\_

# ADDITIONAL ITEMS

Late Night Snacks, Breakfast, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# TERMS & CONDITIONS

Thank you for choosing Wineguys Catering for your upcoming event. Our staff and management are committed to providing all the professional services required to make your event an absolute success. As with most successful businesses, certain guidelines and procedures will help ensure your requests and our requirements are understood.

Please review the following TERMS & CONDITIONS, and contact us with any questions.

## General Terms & Conditions Agreement

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### GUARANTEE COUNTS

A final count of attendance for food and beverage service must be submitted as set forth within the Agreement. Once a final count is given, the Client will be responsible for payment of that number even if fewer people attend the event. If more are served, the actual number served will be charged at the per person cost established in the Agreement. Wineguys Catering will have sufficient food and beverage available to accommodate 105% of the final count provided by the Client.

### TIME SCHEDULE

Client agrees to begin the event promptly at the agreed upon scheduled Event Begin time and to vacate the facility at the indicated Event End time. The client further agrees to pay overtime charges or other expenses incurred if the event continues past the indicated Event End time.

### CONTINGENCY

Caterer's performance is contingent upon the absence of strikes, labor disputes, accidents, severe weather, or any other cause beyond Caterer's control. Caterer assumes no responsibility in the event the facility is unwilling or unable to have the event take place on the event date. Caterer, may, at its sole discretion, make reasonable substitutions to menu, equipment, and other services listed on the invoice.

### FACILITY FEES

Should function be held in a facility requesting additional fees or permits for the use of the facility, these additional fees will be invoiced to the client.

### PRICES

Prices stated are subject to change according to the market price of products and with final guaranteed number of guests. Wineguys Catering will inform Client of market price changes no later than 30 days prior to the event. Client will have the option of revising products and services to reduce costs prior to payment as described in Terms & Conditions.

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Client Signature

Date

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Wineguys Catering Representative

Date

## Reservation & Payment Policy Agreement

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A non-refundable \$500 deposit is required to reserve a desired date, which will be applied to the final billing. Additional payments will be due as follows:

- » 90 days prior: current guest count and 50% of estimated balance
- » 30 days prior: finalized guest count and remaining balance\*
- » 14 days prior: client will receive a statement summarizing all payments received

*\* Clients are responsible for the overage attendance the day of the event and will be billed per person charges as described in TERMS & CONDITIONS and POLICY AGREEMENT.*

Food Charge: \_\_\_\_\_

Beverage Charge: \_\_\_\_\_

Estimated Guest Count: \_\_\_\_\_

Estimated Per Person Charge: \_\_\_\_\_

(Applicable for overages following finalized guest count.)

Staffing Charge: \_\_\_\_\_

Optional Venue Charge: \_\_\_\_\_

TOTAL: \_\_\_\_\_

Date Reservation Deposit: \$500 \_\_\_\_\_ Date Paid: \_\_\_\_\_

Installment Required (90 days prior to event): \$ \_\_\_\_\_ Date Received: \_\_\_\_\_

Balance Required (30 days prior to event): \$ \_\_\_\_\_ Date Received: \_\_\_\_\_

The details of the event, are set forth in TERMS & CONDITIONS and POLICY AGREEMENT, which is made a part of this Agreement. By signing this Agreement, all parties acknowledge that they have read the entire Agreement, and agree to all terms, conditions and fees set forth herein.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Wineguys Catering Representative

\_\_\_\_\_  
Date

*By signing the General Terms & Conditions and Reservation & Payment Policy Agreements, all parties involved are agreeing to Wineguys Catering policies as stated. Any changes or omissions to the agreement must be discussed and documented in a new Terms & Conditions Agreement and Reservation & Payment Policy Agreement signed by the Client and Wineguys Catering Representative.*



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OFF-SITE CATERING

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Menu items, services, and pricing subject to change without notice.