



**Proposal of Service**  
**Sweet and Savory Catering**  
**4340 W. 96th St**  
**Suite #104**  
**Indianapolis, IN 46268**  
**Phone: (317) 802-9004**

www.sweetsavorycatering.com melissa@sweetsavorycatering.com

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<b>Prepared For:</b>	Sample Wedding Menu	<b>Event Date:</b>	1/1/2017 - Sunday
<b>Address:</b>		<b>Phone:</b>	
<b>Proposal #:</b>	1757	<b>Event Title:</b>	Family Style Wedding
<b>Service Style:</b>	Family Style	<b>Guest Count:</b>	150
<b>Salesperson:</b>		<b>Occasion:</b>	Wedding
<b>Venue:</b>	*Contact Address*	<b>Last Change:</b>	11/2/2016
<b>Timeline:</b>	5:00 PM Event Start		

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\*\*\*Please note that many venues that host Weddings and Events charge kitchen fees to the caterer. These fees are not included in this Sample, as not every Venue has these charges. In the instance your Venue does charge additional fees, we will list this on your proposal as a "Service Fee". All prices and equipment needs are subject to change based on the specifics of the event. This sample is only meant as a guide, and we have a wide range of prices and services.

**Family Style Wedding Menu**

**Hors D'Oeuvres**

**Cheddar Pecan Torte with Fresh Fruit and Cracker Selection**

**Italian Goat Cheese Torte**

**Fresh Fruit and Berry Tray**

*Cantelope, Pineapple, Watermelon, Grapes, Strawberries, Fresh Berries*

**Fresh Seasonal Vegetables**

**Passed Hors D'Oeuvres**

**Mini BLTs**

*Toasted Sourdough Bread Round with our Signature Bacon Aioli, Vine Ripe Tomato & Fresh Parsley*

**English Cucumber Cups with Olive and Tomato Bruchetta**

*Cucumber Cups topped with Heirloom Tomatoes, Olive, Basil, and Feta Bruschetta*

**Smoked Chicken & Avocado Crostini**

*Pulled Smoked Chicken with Bacon & Tomato Cheese, Topped with Avocado Salsa on Crostini Toast*

**Plated Salad**

**Strawberry Feta Salad**

*Fresh Mixed Greens, Strawberries, red onions, pecans, feta, served with Balsamic Vinaigrette*

**Family Style Dinner**

**Soy Ginger Glazed Grilled Salmon**

*Pineapple Black Bean Salsa*

**Roasted Beef Tenderloin with Mushroom Merlot Sauce**

**Vegetable Ratatouille**

*\*\*\*\*Enough for 8-10 servings for bride/Vegans*

*Mediterranean Sauteed Vegetables with Basil, roasted Tomatoes and Garlic*

**Cheddar and Jalapeno Scalloped Potatoes**

**Green Bean Almandine**

**Assorted Bread & Rolls**

**Food**

<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Total</b>
150	Family Style Wedding Menu	\$32.25	\$4,837.50
		Food Subtotal	\$4,837.50

**Beverage**

<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Total</b>
140	Tea, Lemonade, Water, Coffee	\$1.95 Each	\$273.00
		Beverage Subtotal	\$273.00

**Rental**

<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>	<b>Total</b>
170	Linen Napkins	\$0.55 Each	\$93.50
18	120" Linen	\$15.00 Each	\$270.00
	<b>Note:</b> 15 for guest tables, 1 for cheese and fruit table, 1 for cake table, 1 fluff		
8	90x132 Banquet Linen	\$20.00 Each	\$160.00
	<b>Note:</b> 2 for Bar tables, 1 for DJ, one for gift, and 1 for drinks, 4 for head table		

150	Dinner China Package	\$6.00	Each	\$900.00
	Dinner plates, Salad plates, Dessert Plates, Dinner fork, Knife, Salad and Dessert Fork, water glasses, highball glasses, wine glasses, linen napkins			
150	Champagne Flutes	\$1.00	Each	\$150.00
1	5 FT. Round Table	\$8.25	Each	\$8.25
5	120" Linen	\$15.00	Each	\$75.00
	<b>Note:</b> *** <i>lilac for cocktail tables</i>			
5	Sashes	\$1.50	Each	\$7.50
1	Rental Company Delivery Fee	\$80.00	Each	\$80.00
17	Bread Baskets	\$2.00	Each	\$34.00
				\$1,778.25
	Rental Subtotal			\$1,778.25

**Staffing**

*Gratuity is not included, but always much appreciated.*

<b>Qty</b>	<b>Description</b>	<b>Unit Price</b>		<b>Total</b>
2	Kitchen Staff	\$25.00	5 hrs	\$250.00
1	Server	\$25.00	7 hrs	\$175.00
4	Server	\$25.00	7 hrs	\$700.00
				\$1,125.00
	Staffing Subtotal			\$1,125.00

<b>Charges:</b>	\$8,013.75
<b>9% Sales Tax:</b>	\$595.42
<b>Post-Tax Subtotal:</b>	\$8,609.17
<b>Payments:</b>	\$0.00
<b>Total Due:</b>	\$8,609.17



## Contract for Service

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### **Deposits and Prepayments**

A deposit of \$500.00 of the Total Estimated Amount is needed to confirm the booking of this event. Deposit refunds on cancellations are handled as follows –

Notice over 30 days prior to event:	full refund of deposit
Notice 10 to 29 days prior to event:	50% refund of deposit
Notice less than 10 days prior to event:	no refund of deposit

#### Payments:

50% of your total balance is due 2 weeks before your scheduled event. The balance is due the day of the event.

### **Guest Count Guarantee**

Food, beverage and add-on items charges based on guest count will be based on the Client's

final guarantee. Final guest counts are due no later than one week before the date of the event. If no final guest count is received, we will use the number of guests used in the attached proposal. If the guaranteed guest count falls below 75% of the proposal guest count, the price per guest may be increased, based on menu selections. We will make every effort to accommodate any last minute increases in the guest count.

**Staffing**

Our staff will be dressed in black shirt, and black pants unless you request something different. Our proposal includes staffing for up to 6 hours beginning at the starting time through final cleanup of the event. Overtime is billed at the rate of \$25.00 per hour. No overtime will be incurred if the event ends on schedule. We reserve the right to increase or decrease the number of staff if the guaranteed guest count is 10% higher or lower than the number included in this proposal. Set up on days outside of event date will incur a standard trip charge of \$25, up to 20 mile range, plus \$25 per person per hour set up charge.

Please note: standard gratuities for service are 15-18% of your food and beverage bill. Sweet & Savory does not impose gratuities on to our clients, but is standard industry practice and decorum. We are happy to include this in your total bill, or you may handle this personally with your event staffing. It is much appreciated by our staffing.

**Signatures**

Upon review and acceptance of the proposal and our catering policies, please sign below and return this document with your deposit.

Restaurant/Company

Client

Date

Date

To pay deposit by credit card:  
Type: (please circle) AMEX, VISA, MC, Discover

Account:

Expiration Date: