



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

Prepared For:	Sample Wedding Menu	Event Date:	1/1/2017 - Sunday
Address:		Phone:	
		Event Title:	Stations Buffet Wedding
Proposal #:	1758	Guest Count:	150
Service Style:	Stations Buffet	Occasion:	Wedding
Salesperson:			
Venue:	*Contact Address*	Last Change:	11/2/2016

Timeline: 5:30 PM Event Start

***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.

Hors D'Oeuvres Station

Build Your Own Bruchetta Bar

Assorted Grilled Bruchetta Toasts, Breads and Specialty Crackers with Toppings: Tuscan Tomato Garlic, Avocado & Cilantro, Roasted Red Pepper Hummus, Olive Tapenade, Caprese, Bacon Jam, Boursin Cheese, Goat Cheese, Brie, Prosciutto, Salami, and Smoked Salmon

Qty	Description	Unit Price		Total
1	Grill Rental	\$100.00	Each	\$100.00
Rental Subtotal				\$100.00

Miscellaneous

Qty	Description	Unit Price		Total
180	Plates, Forks, Napkins, Cups- Clear	\$1.25		\$225.00
Miscellaneous Subtotal				\$225.00

Staffing

Qty	Description	Unit Price		Total
4	Server	\$25.00	7 hrs	\$700.00
Staffing Subtotal				\$700.00

Charges:	\$4,730.00
9% Sales Tax:	\$342.45
Post-Tax Subtotal:	\$5,072.45
Payments:	\$0.00
Total Due:	\$5,072.45
50% Deposit Amount:	\$2,536.23



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: