

# **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

Address:

**Event Date:** 

1/1/2017 - Sunday

Phone:

**Event Title:** 

Stations Buffet

Wedding

Proposal #: 1758

**Service Style:** 

Stations Buffet

Salesperson:

Venue: \*Contact Address\* Occasion:

Wedding

**Last Change:** 11/2/2016

Guest Count: 150

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 quide, 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 Tampenade, Caprese, Bacon Jam, Boursin Cheese, Goat Cheese, Brie, Proscuitto, Salami, and Smoked Salmon

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# **Bourbon Barrel Slider Bar**

Accompanied with Spicy Slaw, Fresh Tomatoes, Shredded Lettuce, Pickles, Onions, Bacon, Ketchup, Mustard, Queso Fresco, Cheddar, Pico de Gallo, Guacamole, Salsa, Smokey Chipotle Sauce, Green Chile Verde Sauce,

# **Slider Burgers**

Smoked Gouda Cheese

#### **Marinated Grilled Chicken**

## **Bourbon Barrel Smoked BBQ Pork**

#### **Grilled Portabellos**

### **Build Your Own Slider Bar**

Onsite Chef grilling Your Choice of Meats & Seafood: Flank Steak, Smoked Chicken, Mini Burgers, Pulled Pork, Tilapia, Grilled Chicken, Chipotle Pork Tenderloin, Grilled Shrimp, Grilled Portabello Mushrooms

Accompanied with Spicy Slaw, Fresh Tomatoes, Shredded Lettuce, Pickles, Onions, Bacon, Ketchup, Mustard, Queso Fresco, Cheddar, Pico de Gallo, Guacamole, Salsa, Smokey Chipotle Sauce, Green Chile Verde Sauce,

## Vegetable & Pasta Station

#### Mac n' Cheese

### **Mini Twice Baked Potatoes**

Red and Yukon Potatoes stuffed with Bacon and Cheddar

#### **Brown Sugar Glazed Carrots**

#### **Sweet & Sour Green Beans with Bacon and New Potatoes**

## **Wedding Dessert**

#### Dessert

#### **Cheesecake Bar**

Vanilla Bean Cheesecake with a Variety of Toppings & Sauces: Chopped Candies, Berry Compote, Chocolate Sauce, Caramel Sauce, Whipped Cream, Sauteed Banana's Foster

#### Food

Qty	Description	Unit Price	Total
150	Hors D'Oeuvres Station	\$0.00	\$0.00
150	Bourbon Barrel Slider Bar	\$21.95	\$3,292.50
150	Vegetable & Pasta Station	\$0.00	\$0.00
150	Wedding Dessert	\$2.75	\$412.50
		Food Subtotal	\$3,705.00

#### Rental

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Qty 1	<b>Description</b> Grill Rental	Unit Price \$100.00 Each	<b>Total</b> \$100.00
		Rental Subtotal	\$100.00
Misce	llaneous		
Qty	Description	Unit Price	Total
180	Plates, Forks, Napkins, Cups- Clear	\$1.25	\$225.00
		Miscellaneous Subtotal	\$225.00
Staffi	ng		
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

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# **Contract for Service**

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Contract #: 1758 Guest Count: 150

Service Style: Stations Buffet Occasion: Wedding

Salesperson:

**Venue:** \*Contact Address\* **Last Change:** 11/2/2016

## **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**

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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:					

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