



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:	
Proposal #:	1760	Guest Count:	150
Service Style:	Buffet	Occasion:	Wedding
Salesperson:		Last Change:	11/2/2016
Venue:	*Contact Address*		

Timeline: 4:30 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.

Buffet Wedding Menu

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, Prosciutto, Salami, and Smoked Salmon

Passed Hors D'Oeuvres

Shrimp Cocktail

Shrimp Cocktail Served on a Bed of Ice, Lemons and Greenery with Horseradish Cocktail Sauce on the side (in a "Shooter" upcharge \$10.00)

Mini Chicken Parmesan Roulade

Chicken Roulade stuffed with Ham & Fresh Mozzarella, sliced and served with Fresh Marinara (on a mini plate)

Plated Salad

Greek Salad

Wedding Buffet

Chicken Chardonnay

with Lemon Caper Pan Jus

Bistecca Florentine

Chianti, Fresh Herbs and Garlic Rubbed Beef Tenderloin Medallions grilled and Served with Chianti Jus and Wilted Spinach

Cheddar and Jalapeno Scalloped Potatoes

Asparagus with Roasted Red Peppers

Brown Sugar Glazed Carrots

Fresh Foccacia Bread

Wedding Dessert

Wedding Cake

Custom Flavors

Custom Cupcakes

Chocolate Zucchini, Chocolate Mocha, White Chocolate Raspberry, Carrot, Italian Cream, Vanilla, Strawberry Poppy

Food

Qty	Description	Unit Price	Total
150	Buffet Wedding Menu	\$26.95	\$4,042.50
50	Wedding Cake	\$2.75	\$137.50
100	Custom Cupcakes	\$2.75	\$275.00
			<hr/>
Food Subtotal			\$4,455.00

Rental

Qty	Description	Unit Price	Total
150	Dinner China Package Dinner plates, Salad plates, Dessert Plates, Dinner fork, Knife, Salad and Dessert Fork, water glasses, highball glasses, linen napkins	\$6.50 Each	\$975.00
			<hr/>
Rental Subtotal			\$975.00

Staffing

Qty	Description	Unit Price	Total
5	Server	\$25.00 7 hrs	\$875.00
			<hr/>

Staffing Subtotal \$875.00

Charges: \$6,305.00

15% Gratuity: \$668.25

Subtotal: \$6,973.25

9% Sales Tax: \$548.84

Post-Tax Subtotal: \$7,522.09

Payments: \$0.00

Total Due: \$7,522.09



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: