

Delectables Fine Catering, Inc.
Sales Contract & Finalization Form

Phone 727-781-1200 Fax 727-789-3401

This Contract Corresponds to Invoice Number: _____ Date of Event: ____/____/20____

Client Name: _____

Deadlines: To ensure a perfect event, there are a series of deadlines that have to be met. Here are ours:

Item	Due to Delectables
Linen Order	One Month Prior to event
Menu Choices	Two Weeks Prior to event
Final Count & Times	One Week Prior to event
Floor Plan	One Week Prior to event
Final Payment	One Week Prior to event

Guest/Minimum Count: If your count should drop substantially, the price per person may increase.

Final counts and Floor Plans are due ONE WEEK PRIOR TO YOUR EVENT and **cannot** be lowered or changed after that time. This policy is strictly enforced since our Chefs must order food one week prior to a function. Any add-ons after the one week deadline can be accommodated, but may be subject to delivery and overtime charges. If you have more guests than your final count, you will be responsible to pay for those guests the day of the event.

Retainer: A non-refundable retainer/deposit of **\$500.00** for events under 500 people is required to reserve your date. Ask your Event Coordinator for deposit amounts for events expected to exceed 500 people. Deposits are deducted from the amount due. No surcharges on deposits.

Final Payment: The **final payment is due one week prior to your event** unless you have an established business account with Delectables. Cash or checks are welcome. Visa and MasterCard can be used but are subject to a 3% increase since our prices reflect cash discount. Clients failing to pay in advance without prior exceptions will be subject to attorney fees, court costs, plus interest charges at 5%. Client will be responsible for all legal costs incurred by *Delectables Fine Catering, Inc.* to recoup owed monies. Returned checks are subject to a \$35.00 fee.

Menu Changes: Menu changes can be made **until two weeks prior to the event**. After that, we will **not** accept menu changes.

Service Charge: For your convenience, a service charge (aka gratuity) is automatically added at 15% of the taxable total of your bill. Additional gratuity for excellent service is always appreciated, but not expected. By state law, this service charge is taxable, since it is added automatically. The Service Charge is put into a 'tip pool' and split between service staff, supervisors, and some chefs.

Tax: 7% tax is applicable unless you are a tax-exempt organization, or if the event is for "resale". In either case, you must supply us with an **up-to-date tax-exempt certificate, OR re-sale tax-exempt certificate**. All payments for tax-exempt events must be paid with company checks-personal checks are **not** accepted for tax exempt purchases.

Unforeseen Market Increases: All prices are subject to adjustment due to unusual market increase. If an item were to skyrocket in cost, alternatives may be offered or substituted. Such items typically include seafood and seasonal produce. You **will** be notified in advance if this should happen.

Long Distance Labor Charge: For events over 35 miles or 1 hour drive away from our office, there is an additional labor charge of \$20 per server.

Table Skirting and Décor: Auxiliary tables (i.e. cake, place card, gift, etc.) and guest seating tables for package events will have your choice of 120” white, black, or ivory linen tablecloths with white, black, or ivory skirting (132” round linens for Feasting table linens and Bistro linens are an additional cost). If you wish we will decorate the buffet (if applicable) with appropriate props and decor to fit the theme of the event. For wedding receptions we offer elegant pillars, silk ivy, nature theme props, cherubs, topiaries, and coordinating accent material with contrasting height, etc. For home and holiday parties, we have a variety of theme props. You may request special décor preference with your Event Coordinator.

Server Attire: Our servers wear white or black oxford shirts, name tag, black slacks, and black bistro aprons. A more casual attire, such as tropical shirts or *Delectables* polo or t-shirts with black pants or khaki shorts is available upon request.

Furniture Moving and Cleanup: Our servers will set-up, serve and clean all kitchen work areas. However, vacuum cleaning and cleaning of the reception floor is the responsibility of the client or facility. Furniture moving is also the responsibility of the client or facility for liability issues.

Staff Arrival: Our staff generally arrives 3 hours prior to the event start time for events with china or 2 ½ hours prior for events with disposables. Contact your event coordinator for an exact time if needed.

Hurricane Policy: Event changes due to **hurricanes or other acts of nature only** are allowed based on the following chart:

Event moved to different available date with three days or more notice.	No loss of deposit or penalty. Pay any additional facility fees.	Event cancelled with three days or more notice.	Loss of deposit only.
Event moved to different date with less than three days notice	No loss of deposit. Pay food costs. Pay any additional facility fees.	Event cancelled with less than three days notice	Pay full costs of food and loss of deposit

Liability: Our company is fully licensed and insured. We recommend that all food items be presented on commercial banquet tables, which are appropriately skirted and decorated. **If you would like your food presented on your own tables, we cannot be liable for damage to these tables.** We strongly recommend custom padding if using your own tables. **Pasta bars, stations, and ice sculptures WILL ONLY be placed on commercial banquet tables.**

Centerpieces: Are **not** included in our price. They can be ordered from a local florist or a few select centerpieces are available through us. If you would like us to place your centerpieces on the tables, we are happy to do so. Centerpieces must be **completely assembled** prior to placement.

Kitchen and Facility Fees: Are **not** included in our price, and are additional. Many venues in our area charge a Kitchen Fee to the caterer in addition to the Facility Rental Fee you pay. Since our prices are posted publicly, this fee is in addition to our proposal costs.

Please check with your coordinator to see if your facility charges a Kitchen Fee.

- Is your event being held at a location with a facility fee? Yes/No.

Sit-Down Dinners: If you are having a sit-down or plated meal, we **strongly** recommend a combination plate instead of **multiple entrées**. It's easier on the client, better received by the guests, and can be served more quickly. If you are doing multiple entrées, we need to know how many of each entrée are at each table. The guests also **MUST have this noted on their individual place cards** so they don't change their pre-ordered entrée and prevent other guests from receiving their ordered meals. We have found that color coding the cards (pink for beef, green for vegetarian, white for chicken, etc.) or using small pictures/icons (Cow, Chicken, Carrot, etc.) on the cards work best for this. Colored jewels do **not** work. *The method chosen must be easily and quickly recognized in the dim lighting used in banquet facilities!*

Tables and Chairs: Our prices **do not include** the price of table or chair rental. We do **not** bring buffet tables for the food or bars unless they are ordered by the client. We are happy to supply any items needed for your event. See our table and chair rental sheet for prices.

All tables and chairs MUST be set up and in their proper place PRIOR to our arrival. WE CANNOT EMPHASIZE THIS ENOUGH! Set-up of **all** tables is the responsibility of the facility, client or rental company. If **we** have to set up tables and/or chairs, the fee is \$1.50 per table, and \$0.50 per chair.

Leftovers and Client-Provided Food: Preservation of leftovers or food provided by the client is **not** the responsibility of Delectables Fine Catering, Inc. As a courtesy, Delectables will wrap up leftovers upon the client's request if the client provides appropriate containers, such as Baggies or Tupperware. Any food provided by the client must be pre-cooked, ready-made and ready-to-serve on stationary platters. Our staff is not responsible for preparing or cooking client provided food

Note: Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase the consumer's risk of food-borne illness.

Client: _____ Caterer: _____

Date: _____ Date: _____

Client Name: _____ Event Date: _____

Event & Wedding Details

Updated Address: If you will have a different address after your event, please provide it here:

Couples/Your Name: _____

Street: _____

City: _____, State: _____ ZIP: _____

Final Count / Times / Payment: *(This information is required one week prior to event)*

1. What is your **total** final count? _____ (**including** Vendors and Children).
2. How many children ages 3-8 years are in this count? _____ (2 and under are free, 8+ are adult rate).
3. How many vendors meals are in this count? _____ (this would be for the band, DJ, photographer, etc. These meal do not include hors d'oeuvre, dessert or alcohol).
4. Please confirm that the times and address of event are correct on your proposal. If not, list correct times/address here:
5. Appetizers Start Time: _____:_____ Dinner Start Time: _____:_____
6. Is the guest arrival the same as the posted Appetizer time (circle one): Yes/No. If no: _____:_____
7. Please confirm all of your menu items no later than **two weeks prior to the event**. Is everything on the menu complete? Yes/No (if no, please call and confirm with your coordinator).
8. How will you be paying? (circle): Cash Check Credit Card (with a **3% surcharge for credit cards**).
9. For events with Ceremonies: Is the Ceremony in the same room/location that hors d'oeuvres will be served yes/no (this may affect our set up time)

Linens: Your linen info must be **finalized one month prior to your event**. Some colors are not stocked locally and must be shipped in. There is a \$75 charge to change your linen order after that point.

For round tables, choose your 120" floor-length cloth color: Black / White / Ivory.

Napkins Color: _____ (most color varieties are included)

(Linens for 72" rounds are an additional \$6.00 per table, while linens for extra seating or bistro tables are \$12 each additional.)

Feasting Table Linens are \$20 each additional. Will you need these type of linens? Yes/No

Table and Chair Rentals: Will you need to rent tables and chairs? Yes/No (see rental sheet for prices)

We do **not** rent 60" round tables (which require a 10X10' area and 120" round cloth) for use in homes for reasons of space and liability. We recommend 48" or 36" round tables for residences. 60" tables are acceptable in tents and banquet halls.

48" round tables (require and 8X8' area and 108" cloths)

36" round tables (require a 6X6' area and 90" round cloth)

36" round bistro high-tops require a 4X4" area and 120" round cloth (or 132" round cloth if they are being wrapped with a tie in the center).

We rent White Garden Chairs and Brown Vinyl Chairs.

Will you need chairs **moved** from one location to another? Yes/No (i.e. from the Ceremony to the Reception)? If so it is \$0.50 to move stackable or garden chairs and \$1.00 each to move Chivari chairs.

Be sure that you have the following tables accounted for if you are having a wedding:

Buffet table(s)	DJ table
Head or Feasting table	Bar table
Sign In and/or Place Card table	Hors d'oeuvre table
Cake table	Bistro (high top cocktail tables)
Gift table	Ice carving table

Table and Buffet Décor: *(Two-three colors are recommended to give a nice contrast to the buffet décor)*

Please list 2-3 accent colors for your buffet, and any specific requests you might have:

Color: _____ Color: _____ Color (optional): _____

Overtime: Our Staff is contracted for a maximum of five hours event time (there is no charge for setup and breakdown time). Overtime rate is \$15.00 per server or bartender per hour. If entertainment or bar is contracted past the five hour time limit, overtime charges apply. A minimum of two staff are required at all times. Will your event require overtime (please circle one)? Yes / No / Unknown

Location of Event: Is the event inside or outside? Indoors / Outdoors / Both.

We require a 10'x20' enclosed & covered workspace with easy truck access near the guest service area. If this is not available please see your sales rep about arrangements for a rental work tent and/or golf cart rental. Client is responsible to provide an adequate catering work area in close proximity to the food service area.

If this is an outdoor event is there a back up plan in case of rain? Please describe: _____

Is running water available on-site in or near the kitchen area? Yes / No

Is electricity and lighting available on-site in the kitchen area? Yes / No .

Name of the contact person at the event location: _____

Their Phone Number: (_____) _____ - _____

Liquor Catering: For your convenience, we can provide licensed and insured liquor catering for your event. There is a minimum of 50 people and prices typically ranges from \$7-\$12 per person.

1. What are your bar needs? (choose one)
 - a) _____ Delectables will provide a licensed & insured liquor catering service. *See our price sheet.*
 - b) _____ This is a non-alcoholic party
 - c) _____ Client will be providing all alcohol
 - d) _____ The reception site will handle all alcohol needs
 - e) _____ Delectables to recommend a bartender (client to pay direct at \$100 plus gratuity)

We only insure bartenders serving our liquor catering service (Option A above).

*We offer this service (Option E above) as a convenience to our customers. You will need to pay the bartenders directly. **These Bartenders are NOT insured by Delectables Fine Catering, Inc.***

2. Do you need Delectables to provide the bar mixers (you provide the alcohol)? Yes/No. The price is \$2.50 per person with plastic cups or \$4.00 per person with glasses. I wish Plastic/Glass. (These prices **include ice**, soda, juices, tonic, seltzer, and garnishes).
3. Will you need ice only? Yes/No. We recommend a **minimum of 1 pound** per person, at \$2.00/bag.
4. Will you only need Bar Glassware? Yes/No (The price is \$1.50 per person plus a bar back @ \$100.00 and includes 4 glasses per person).
5. Will you need Wine Glasses preset at the tables? Yes/No (The price is \$.35 per person).
6. Will you need Champagne Glasses preset? Yes/No (Price is \$.35 for sherbet or .50 per flute).
7. Will you need Punch at your reception? Yes/No (The price is \$0.85 pp) If you would like a Punch Fountain in addition, the rental price is \$50.00. Select one: Yes/No.

Place Cards: Will you be using place cards or a seating poster chart? Place Cards/Seating Chart.

Table Numbers: Will you need table numbers? Yes/No (And just a reminder that we will need a seating chart showing which table is which number).

We **strongly** recommend the use of place cards and/or a poster to ensure adequate and correct seating. ***The most important people are usually the last to sit down!*** By not having place cards, you risk having them spread out at separate or the least desirable locations. Our staff can put out your place cards for you **if they are in alphabetical order**. ***Do not put place cards in table number order, as it makes finding the correct card for your guests impossible!***

Note: If you choose **not** to use place cards, we strongly recommend that-at a minimum-you reserve tables for immediate family or VIP's. If you have place cards for the head table, be sure to clarify the order for our supervisor on a diagram and the total number of people at the head table.

Wedding Cakes: We charge \$3.50 per person for a professionally made and decorated standard flavor cake with filling, and slightly more for premium flavors. We contract with the following bakeries: Chantilly, Cakes by Carolyn, A Piece of Cake, Cakes by Corey, and Caketastic. **Delivery and any upgrade fees need to be paid directly to the cake vendor.** If you wish to provide your own cake and have us cut it there is a \$0.50 per person cake cutting fee to cover the cost of china and utensils. This fee can be waived if you would like to provide your own disposable plates. **Please remind your baker** to provide a box to wrap leftover cake.

Wedding Items/Favors:

- 1. Do you want Delectables staff to distribute favors for you? Yes/No
Please describe: *(example, one per person, one per couple, etc.)*

- 2. Will you need us to provide a cake knife or will you be providing one? Yours/Ours
- 3. Will you be providing special toasting goblets? Yes/No.

*Please place cards, toasting goblets, favors, cake knife, sign-in book, etc. should be gathered together and left in **one place on-site** for the supervisor to place. The items should be marked with bride's name and date. They will be cleaned and placed with your gifts at the end of the reception.*

Vendor Information

- 1. What cake bakery are you using? _____
- 2. Will the cake be billed to Delectables in order to waive the cake-cutting fee? Yes/No.
- 3. Are you using a bridal coordinator? If so, please specify:

Name _____ Phone (_____) _____ - _____

- 4. What time is the wedding being held? ____:____ Location: _____
- 5. Name of DJ or Band? _____
- 6. What photographer are you using? _____
- 7. What Videographer are you using? _____
- 8. What Florist are you using?: _____

Emergency Contact-Day of Event: _____

Phone: (_____) - _____ - _____ *(Cell phone)*

Event & Wedding Options

Viennese Dessert Table: An elegant array of mini Gourmet Pastries, Cookies, Pies, Cannolies and Chocolate Dipped Strawberries artistically displayed can be added upon request @ \$3.50 per person additional.

Gourmet Coffee Bar: Add \$2.10 per person (or \$1.50 per person additional if coffee is already included in the package price). Gourmet Coffee served with Chocolate Shavings, Whipped Cream, Cinnamon Sticks, Brown Sugar, Orange Zest, Cherries and Monin Flavorings.

Gourmet Coffee Cart with Umbrella, Ornate Coffee Urns, and a Barista: \$3-9 per person depending on size and times of event. Contact Café Ala Carte-813-514-0783. www.cafealacarte.com

Chargers: Gold or Silver chargers for use under Dinner Plates are available for \$1.00 each.

Hors d' Oeuvre Additions/Deletions: Add or deduct \$1.35 per person per hors d'oeuvre omitted or added.

Bar Mixers and Glassware: We can provide you with bar mixers for your event; the price for bar mixers is \$2.50 per person with plastic cups or \$4.00 per person with glassware instead of plastic. This includes a variety of sodas, juices, tonic, seltzer, and ice. Sodas only are \$2.50 per person with ice and plastic cups. Bar glassware is \$1.50 per person (four glasses per person) plus \$100.00 barback. Preset wine and champagne glasses are \$0.35-0.50 per person. **Note:** Some locations provide these glasses for you as part of your package-check with your event location.

Fountains: We rent punch fountains at \$50.00 each. Punch is \$10.00 per gallon or \$0.85 per person, and you need approximately one gallon for every ten people (possibly more in summer and less in winter). Buffet display fountains can be rented at \$50.00 each.

Chocolate Fountains: Contact Chocolate Fountain Productions at 727-642-4340, Chocolates by Michelle at 727-457-2626, or Grandma's Candy Kitchen at 727-845-0944.

Overlays and/or Upgraded Linens: A variety of printed and colored overlays are available at an additional charge ranging from \$12.00 to \$25.00 per table. Contact Custom Linens at 813-406-8258 or Connie Duglin Linens at 813-855-0705 for more details.

Chair Covers: Available in white, black or ivory with a variety of colorful bows. Price range is \$5.50 and up each (includes set-up and bow). Delivery charges are extra.

Ice Sculptures: \$225.00 per block and includes lighting, drip pan, and bucket.

Table, Chair, and Tent Rental: Tables are \$10 each, and White Garden Chairs are \$3.50 each (including set up) plus delivery (approx. \$25—\$75, depending on distance, with a \$100 minimum for same day pick up. Ask our Event Coordinators for a quote on Tents, Lighting and Dance Floors.

Wedding and Event Coordinators: Price varies on needs. See our Wedding and Event Sales Reps for recommendations.

Continued on next page

Table and Chair Rental Prices & Details

- 60", 48", and 36" round tables are \$10.00 each, including setup.
- 6' or 8' Banquet (rectangular) tables are \$10.00 each, including setup.
- Bistro tables are \$10.00 each, including setup.
- Bar tables are \$25.00 each, including setup.
- White Garden Chairs are \$3.50 each, while Brown Vinyl Chairs are \$2.50 each (including setup).
- Delivery charges vary depending upon location. Usually somewhere around \$30-\$140. Excessive distance orders must meet a \$300 minimum rental order.
- Tables and chairs are **not** to be subjected to rain, sprinklers, dew, mist, spray, **or liquid of any kind.**
- If chairs need to be moved from one location to another (for ceremony/reception purposes) there is \$0.50 per chair moving charge.
- If a site inspection is requested there is a \$25 charge.
- We generally deliver rentals for weekend events on Friday and pick up on Monday.
- There is a \$100 surcharge for same day pick up *or* Sunday pick up.
- There is a \$35 additional charge if the tables and chairs have to be carried up stairs
- We do not rent 60" rounds to residences due to the liability insurance. *Exception: If they are placed in a backyard tent and we can back our box truck right up to the tent area.*
- 60" rounds require a 10X10' area for each round with chairs, and a 120" round tablecloth.
- 48" rounds require a 9X9' area per round with chairs, and a 108" round tablecloth.
- 36" rounds require an 8X8' area with chairs, and a 90" round tablecloth.
- Client agrees to be responsible for any missing chairs or tables by signing below.
- Linen tablecloths are \$12.00 in white (unless they are already included in your menu price). We have white linens and white napkins available. Other colors require a two week notice.

I, the undersigned, agree to be responsible for tables and chairs delivered to my event.

_____ / ____ / 20____
Customer Signature Date

LIQUOR CATERING SERVICE

By Delectables Fine Catering, Inc.

Premium Brand Liquor Bar*

Liquor Caterer's Choice of:

Absolute or Sky Vodka
Captain Morgan Rum
Dewar's Scotch (or substitute a Premium Tequila)
Tanqueray or Beefeater Gin
Jack Daniels or Jim Beam
Canadian Club or VO Whiskey
Bottled Heineken, Michelob, Miller Light, and Amberbock Beer
Corked Chardonnay, Merlot, and White Zinfandel

4 hours \$11.00 Per Person
2-3 hours \$9.00 Per Person

Full Liquor Bars include: Assorted sodas (Cola, Diet Cola, Sprite, and Ginger Ale) Bottled Water, Tonic Water, Club Soda, Orange Juice, Grapefruit Juice, Cranberry, Tomato Juice or Bloody Mary Mix, Sweet and Sour Mix, Dry and Sweet Vermouth, Fruit Garnishes (Lemons, Limes, Cherries, and Olives), High-grade clear plastic cups, stir sticks, ice and beverage napkins. *Special requests are subject to additional fees.*

Bars include the following for every 50 people/4 hour bar: Up to 2 bottles of liquor, 100 beers, and one glass of wine per person. Shots are **NOT permitted** for your guests safety and liability insurance.

Premium Beer & Wine Bar*

Liquor Caterer's Choice of:

Bottled Heineken, Michelob, Miller Lite, Amberbock
Corked Chardonnay, Merlot, White Zinfandel

4 hours \$8.00 Per Person
2-3 hours \$6.75 Per Person

Beer and Wine Bars include: Assorted sodas (Cola, Diet Cola, Sprite, and Ginger Ale) Bottled Water, High-grade clear plastic cups, ice and beverage napkins. *Special requests are subject to additional fees. If you prefer, we will use canned beer.*

Bars include the following for every 50 people/4 hour bar: Up to 100 beers, and one glass of wine per person.

Options

- Add \$2.25 per person for each additional hour after 4 hours on all bars, plus \$15/ hour per bartender/hour
- Add \$125 per bartender (we recommend one per 75 guests) for up to a 4 hour shift
- Soda and Juice Bar for Children is \$4.50 per person
- Standard Champagne Toasts are \$3.25 pp., with Premium Champagne at \$3.75 pp. (includes fluted glass)
- Add \$1.50 per person plus \$100 for Barback to replace plastic cups with bar glassware
- There is **no** discount to close the bar during dinner hour.
- Add a bar table for \$25 each additional.
- Liquor Catering is covered by liquor and general liability insurance for the safety of you and your guests.
- Add Wine Glasses at \$0.35 each

**Liquor Caterer reserves the right to substitute like brand items if ordered brand is unavailable.*