

### Catering Contract Worksheet

\_\_\_\_\_

Requestor Name \_\_\_\_\_

Name of Organization \_\_\_\_\_

Billing Name \_\_\_\_\_

Billing Address \_\_\_\_\_

Estimated Number of Guests \_\_\_\_\_ \*\* Final Guarantee of Guests \_\_\_\_\_

Event Date \_\_\_\_\_ Event Day \_\_\_\_\_ Serving Time \_\_\_\_\_

Event Location \_\_\_\_\_

Event will be (Circle One)                      Breakfast                      Lunch                      Dinner

Menu		Requestor Will Provide	Culinary Arts Will Provide
_____	<b>Tables</b>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<b>Chairs</b>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<b>Tablecloths</b>	<input type="checkbox"/>	<input type="checkbox"/>
_____	Color: _____		
_____	Linen: _____		
_____	<b>Napkins</b>	<input type="checkbox"/>	<input type="checkbox"/>
_____	Color: _____		
_____	Linen: _____		
_____	<b>Centerpiece</b>	Yes	No
_____	<b>Head Table</b>		
_____	No. of persons:		_____
_____	Table		_____
_____	Line		_____
_____	Buffet		_____
_____	<b>Paper Mats</b>	Yes	No
_____	<b>Dinner Napkins</b>	Yes	No

In accordance with the requirements of this proposal, the undersigned offers and agrees, if their proposal is accepted, to furnish any and all services for which the prices are submitted in accordance with the attached conditions as specified in this proposal.

BIDDER'S NAME  
AND ADDRESS

SIGNATURE AND TITLE OF  
AUTHORIZED INDIVIDUAL