

We understand you may not know all of the information requested in this agreement at this time.  
Please complete as much as you can. The remainder can be provided at a later date.

Type of Event:  Wedding  Wedding Rehearsal **Event Date:** \_\_\_\_\_

Client Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Bride Name: \_\_\_\_\_ Groom Name: \_\_\_\_\_

Coordinator Name: \_\_\_\_\_ Coordinator Phone #: \_\_\_\_\_

Wedding Time	_____
Bar	_____
Horsd'oeuvres	_____
Meal	_____
Cake Cutting	_____
Toast	_____
Event End	_____

**Event Location / Address / Ph#** \_\_\_\_\_

\_\_\_\_\_

**TO BE COMPLETED BY COOK  
SHACK STAFF  
Make Basket**

**MENU SELECTIONS** **Event Soft Guest Count:** \_\_\_\_\_ *Final Guest Count Must Be Guaranteed 2 Weeks Prior to Event Date*

**Hors d'oeuvres**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Salad**

\_\_\_\_\_

\_\_\_\_\_

**Salad Dressings**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Beverages**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Meats**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Breads**

\_\_\_\_\_

\_\_\_\_\_

**Sides**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Desserts**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Cut Cake (Name) \_\_\_\_\_ Call Tables (Name) \_\_\_\_\_

Bride & Groom Take-Out Plates  Yes  No Do you want left-overs?  Yes  No

Theme / Colors of Wedding: \_\_\_\_\_

**Special Requests:**

- Final Guest Count Must Be Guaranteed 2 Weeks Prior to Event Date. You can increase this number, but not decrease, at 2 weeks prior to the event date.
- To reserve your wedding date with Cook Shack Catering, we require a \$500.00 non-refundable deposit.
- Please visit our web site to view our Full Menu. Please inquire about any item you may not see listed.
- Prices are subject to change due to changes in the contract agreement.
- Final Payment is Due Upon Completion of Catering. All Balances Over 30 Days from Event Date are Subject to an 2% Service Charge Montly.
- Gratuity for excellent service is always appreciated, but not required.

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Event Location / Address / Ph# \_\_\_\_\_  
\_\_\_\_\_

Event Soft Guest Count: \_\_\_\_\_ **Final Guest Count Must Be Guaranteed 2 Weeks Prior to Event Date**

Special Event Details and Requests: \_\_\_\_\_

\_\_\_\_\_

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Toast	_____
Event End	_____

**TO BE COMPLETED BY COOK SHACK STAFF**

Arrival Time \_\_\_\_\_

**Bar Requirements**

- All bar services must go through The Sutherland.

**Rentals**

- Any rentals will need to go through The Sutherland.

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# Cook Shack Catering

# The Sutherland Wedding Catering Agreement

919-497-0669 • 3778 NC Hwy 39 South, Louisburg, NC 27549 • cookshack@embarqmail.com • www.cookshackcatering.com

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Toast	_____
Event End	_____

<b>TO BE COMPLETED BY COOK SHACK STAFF</b>	
Arrival Time	_____

**THE AREA BELOW WILL BE COMPLETED BY COOK SHACK STAFF**

**ESTIMATED COST – Prices are subject to change due to changes in the contract agreement.**

ITEM/SERVICE	QUANTITY	COST	TOTAL
Hors d' oeuvres			
Meal			
<i><b>TOTAL FOOD PRICE</b></i>			
Misc			
Misc			
Misc			
<i><b>TOTAL MISC FEE</b></i>			
Extra Server Fee			
Damage Waiver for Rentals			
Sub Total			
6.75% Sales Tax			
Gratuity			
<b>Total Wedding Catering Price</b>			
Minus Deposit			
<b>Balance Due on Account</b>			

*We Look Forward to Catering Your Wedding and We Thank You for Choosing Cook Shack!*

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