Cook Shack Catering

WEDDING CATERING AGREEMENT

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

	sted in this agreement at this time. n be provided at a later date. Wedding Time	
Type of Event: ☐ Wedding	☐ Wedding Rehearsal Event D	Date: Bar
Client Name:		Hors d' oeuvres
	State:	
Phone #:	Email:	Toast
Bride Name:	Groom Name:	Event End
Coordinator Name:	Coordinator Pho	one #: TO BE COMPLETED BY
Event Location / Address / F	Ph#	COOK SHACK STAFF
		Arrival Time
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		
Develuges		Meats
		
		_
Breads		
		— Sides
		_
		_
Desserts		<u> </u>
		<u> </u>
Cut Cake (Name)		Call Tables (Name)
Bride & Groom Take-Out	Plates T Ves T No	Call Tables (Name) ☐ Yes ☐ No
	ng:	-
Special Requests:	··ʊ·	

- 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 a 2% Service Charge Monthly.
- Gratuity for excellent service is always appreciated, but not required.

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□ Wedding

Type of Event:

Client Name:

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Wedding Time

Hors d' oeuvres

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Event Date:

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.

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☐ Wedding Rehearsal

Address:				Meal		
City:		State: Zip:				
Phone #:		Email:				
Bride Name:		Groom Name:				
Coordinator Name:			one #:	Event End		
Event Soft Guest Count: Final Guest Count Must Be Guaranteed 2 Weeks Prior to Event D				Arrival Time		
Special Event Details and	d Requests:					
Bar Requirements						
These times are for There is a \$200 Ser Dishes Will you be using If you wish to use re We contract all renta	00 per hour each. T set-up and break-do vice Fee that include Reflections	Time starts 2 hours before yown. One bartender per 7 es normal ice, plastic cups Real Dishes (See Guide) ings are available at cost a	your designated bar start ti 5 guest will be needed. 5, napkins, lemon & lime. F and will require additional s Reflections. For your convi	provide Bartenders		
Rental requirements	, .		, ,			
DISHES		LINENS		RENTAL DELIVERY/PICK-UP		
Item	Quantity	Item	Quantity & Color	To Be Delivered		
Dinner Plate		Napkins		To be belivered		
Salad Plate		Color		☐ Yes ☐ No		
Hors d'oeuvre Plate		90" Table Cloth		Date		
Cake Plate		120" Table Cloth				
Salad Fork		6' Table Cloth				
Dinner Fork		8' Table Cloth		To Be Picked Up		
Dessert Fork				□ Yes □ No		
Spoon		ADDITIONAL REN	ITAL ITEMS			
Knife		Item	Quantity	Date		
Tea Glass		Round Tables		Ву		
White Wine Glass		6' Regular Tables	<u> </u>			
Red Wine Glass		8' Regular Tables	<u> </u>	To Be Brought by Cook Shack		
Beer Glass		Cocktail Tables				
Liquor Glass		Chairs		☐ Yes ☐ No		
Mason Jar		Tent				
Final Guest Count Must	Be Guaranteed 2 We	eeks Prior to Event Date You	u can increase this number	but not decrease, at 2 weeks prior to the event date		

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WEDDING CATERING ESTIMATE

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Type of Event: ☐ Wedding ☐ Wedding Re	hearsal Event Date:	Bar
Client Name:		Hors d' oeuvres
Address:		Meal
City:		Cake Cutting
Phone #:	Email:	
Bride Name:	Groom Name:	Event End
Coordinator Name:	Coordinator Phone #:	TO BE COMPLETED BY COOK
Event Location / Address / Ph#	SHACK STAFF	
		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	QUA	ANTITY	COST	TOTAL		
Hors d' oeuvres						
Meal						
	TOTAL FOOD PRICE					
Placesettings						
Dishware Rental						
Drinkware Rental						
Silverware Rental						
Total Linen Rental						
Total Table Rental						
Total Chair Rental						
	TOTAL RENTAL FEE					
Bar Set Up Fee						
Bartender Fee		Hours	\$40.00 per hr.			
Bartender fee is charged per bartender per hour. Time starts 2 hours before your designated bar start time for set-up and for 30 minutes after your event end time for break down.						
Extra Server Fee						
Damage Waiver for Rentals						
Misc						
Misc						
Misc						
Suk		Sub Total				
		6.75% Sales Tax				
			Gratuity			
		Total Wedding Catering Price				
			Minus Deposit			
		Baland	ce Due on Account			

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

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