

*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 #: _____

Event Location / Address / Ph# _____

Wedding Time _____

Bar _____

Hors d' oeuvres _____

Meal _____

Cake Cutting _____

Toast _____

Event End _____

**TO BE COMPLETED BY
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

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

WEDDING CATERING AGREEMENT

We understand you may not know all of the information requested in this agreement at this time.

page 2 of 3

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 #: _____

Event Location / Address / Ph# _____

Wedding Time _____

Bar _____

Hors d' oeuvres _____

Meal _____

Cake Cutting _____

Toast _____

Event End _____

TO BE COMPLETED BY COOK 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	QUANTITY	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			
		Sub Total	
		6.75% Sales Tax	
		Gratuity	
		Total Wedding Catering Price	
		Minus Deposit	
		Balance Due on Account	

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

- 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.