

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: _____ Event Date: _____
Client Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone #: _____ Email: _____

Event Location / Address / Ph# _____

Event Soft Guest Count: _____ Final Guest Count Must Be Guaranteed 2 Weeks Prior to Event Date

Event Time	_____
Bar	_____
Hors d'oeuvres	_____
Meal	_____
Event End	_____

TO BE COMPLETED BY COOK SHACK STAFF
Arrival Time _____

MENU SELECTIONS

Hors d'oeuvres

Beverages

Breads

Desserts

Salad

Salad Dressings

Meats

Sides

Call Tables (Name) _____

Theme / Colors of Wedding: _____

Special Requests: _____

Do you want left-overs? Yes No

- 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 event date with Cook Shack Catering, we require a \$200.00 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.

Cook Shack Catering

CATERING AGREEMENT

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

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Special Event Details and Requests: _____

Bar Requirements

- Will your event require a Bar Yes No Would you like Cook Shack to provide Bartenders Yes No
- Bartenders are \$40.00 per hour each. Time starts 2 hours before your designated bar start time and for 30 minutes after your event end time. These times are for set-up and break-down. One bartender per 75 guest will be needed.
 - There is a \$200 Service Fee that includes normal ice, plastic cups, napkins, lemon & lime. Full bar mixers are not included in this fee.

Dishes

- Will you be using Paper Products Reflections Real Dishes **(See Guide)**
- If you wish to use real dishes, placesettings are available at cost and will require additional servers at said rate.
 - We contract all rentals with either Classic Party Rentals or Party Reflections. For you convenience rentals can be added to your invoice. In doing this you will keep from paying a seperate deposit to the rental company.

Rental Requirements

DISHES		LINENS		RENTAL DELIVERY/PICK-UP	
Item	Quantity	Item	Quantity & Color	To Be Delivered	
Dinner Plate	_____	Napkins	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Salad Plate	_____	Color	_____		
Hors d'oeuvre Plate	_____	90" Table Cloth	_____	Date _____	
Cake Plate	_____	120" Table Cloth	_____	To Be Picked Up	
Salad Fork	_____	6' Table Cloth	_____		<input type="checkbox"/> Yes <input type="checkbox"/> No
Dinner Fork	_____	8' Table Cloth	_____		Date _____
Dessert Fork	_____	ADDITIONAL RENTAL ITEMS		By _____	
Spoon	_____	Item	Quantity	To Be Brought by Cook Shack	
Knife	_____	Round Tables	_____		<input type="checkbox"/> Yes <input type="checkbox"/> No
Tea Glass	_____	6' Regular Tables	_____		
White Wine Glass	_____	8' Regular Tables	_____		
Red Wine Glass	_____	Cocktail Tables	_____		
Beer Glass	_____	Chairs	_____		
Liquor Glass	_____	Tent	_____		
Mason Jar	_____				

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CATERING ESTIMATE

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TO BE COMPLETED BY COOK SHACK STAFF	
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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.	
<small>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.</small>			
Extra Server Fee			
Damage Waiver for Rentals			
Misc			
Misc			
Misc			
			Sub Total
			6.75% Sales Tax
			Gratuity
			Total Catering Price
			Minus Deposit
			Balance Due on Account

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

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