

<h1>SPECIAL SERVICE EVENT</h1>		OFFICE USE ONLY	DATE RECEIVED
			ACCEPTANCE
NAME OF ORGANIZATION		DAY / DATE	
PURPOSE OF FUNCTION		NO. OF GUESTS	
NAME OF REPRESENTATIVE		TITLE	
ADDRESS		PHONE / EXT.	
LOCATION OF EVENT		BILLING ADDRESS / ACCOUNT	
DEPOSIT (50% For Non-Client Customer)		DELIVER OR PICK-UP	
TIME		GUARANTEED	

MENU	SERVICE NOTES:
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NAME	LABOR	Schedule Time	EVENT PRICE		
			NO. OF PERSONS	PRICE PER PERSON	TOTAL
1. _____				PRICE OF EXTRAS	
2. _____				DELIVERY CHARGE	
3. _____				SUB TOTAL	
4. _____				TAX	
5. _____				TOTAL	
6. _____				LESS DEPOSIT	
7. _____				PLEASE PAY THIS AMOUNT	
8. _____					
9. _____					
10. _____					
11. _____					
12. _____					
13. _____					
14. _____					
15. _____					
16. _____					
17. _____					
18. _____					

--IMPORTANT--
Seven days notice must be given for EXPECTED number of people attending. Seventy-two hours notice must be given for GUARANTEED numbers and cancellations for events are calculated and explained in the Catering Guide.

CUSTOMER'S SIGNATURE – ACKNOWLEDGEMENT OF SERVICES