# Cook Shack Catering

# Wedding Catering Agreement

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

***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.**

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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 ☐ 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 your convience 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**

| Item | Quantity |
|---|---|
| Dinner Plate | _____ |
| Salad Plate | _____ |
| Hors d'oeuvre Plate | _____ |
| Cake Plate | _____ |
| Salad Fork | _____ |
| Dinner Fork | _____ |
| Dessert Fork | _____ |
| Spoon | _____ |
| Knife | _____ |
| Tea Glass | _____ |
| White Wine Glass | _____ |
| Red Wine Glass | _____ |
| Beer Glass | _____ |
| Liquor Glass | _____ |
| Mason Jar | _____ |

**LINENS**

| Item | Quantity & Color |
|---|---|
| Napkins | _____ |
| Color | _____ |
| 90" Table Cloth | _____ |
| 120" Table Cloth | _____ |
| 6' Table Cloth | _____ |
| 8' Table Cloth | _____ |

**ADDITIONAL RENTAL ITEMS**

| Item | Quantity |
|---|---|
| Round Tables | _____ |
| 6' Regular Tables | _____ |
| 8' Regular Tables | _____ |
| Cocktail Tables | _____ |
| Chairs | _____ |
| Tent | _____ |

**RENTAL DELIVERY/PICK-UP**

**To Be Delivered**

☐ Yes ☐ No

Date _____

**To Be Picked Up**

☐ Yes ☐ No

Date _____

By _____

**To Be Brought by Cook Shack**

☐ Yes ☐ No

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## Wedding Catering Estimate

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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. | |
| 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!

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