

FOOD FOR THOUGHT CATERING INQUIRY and INFORMATION SHEET
Gina D'Ambrosio-founder/owner 717-824-2996 267-495-6677

Type of event: _____
Day and date of event: _____
Location of event: _____
How did you hear about Food For Thought Catering: _____
How did you hear about Legacy/JCC: _____

Your FULL name (please spell out your last name clearly):

Your mailing address (please include zip code): _____

Email address: _____

Home phone: () _____

Work phone: () _____

Mobile phone: () _____

How many guests will you be inviting? _____

How many of those guests are children? _____ Age range: _____

If a wedding:

Bride's full name: _____

Groom's full name: _____

Bride's parent(s) name(s): _____

Groom's parent(s) name(s): _____

Ceremony location: _____

Ceremony contact person: _____

Contact person's phone number: () _____

Ceremony start time: _____ End time: _____

Reception location: _____

Reception contact person: _____

Contact person's phone number: () _____

Bar/Bat Mitzvah for: _____

Special theme: _____

Ceremony location: _____ Time: _____

Some general menu and beverage information:

Are there any dietary restrictions or food allergies? _____

'Must have'/favorite foods? _____

Special non-alcoholic beverage requests? _____

Event vendors (please fill in as much as you know at this point):

Music information:

DJ, band, other musicians: _____ Contact information: _____

Photography information:

Name of photographer: _____ Contact information: _____

Florist information:

Name of florist: _____ Contact information: _____

Baker/wedding cake information:

Name of baker: _____ Contact information: _____

Lighting/props information:

Name of designer/firm: _____ Contact information: _____

Misc: _____

Are you planning on serving alcohol?

Partial bar **or** full bar, (i.e. beer and wine **or** beer, wine and mixed drinks)?

Partial bars can be stationed with a beverage attendant.

Full bars require a bartender (higher labor rates can apply).

Full bars require bar set ups which include sodas, mixers, tonic, club, bar condiments/fruits, which are \$2.50 per person. **BAR SET UPS ARE AN UPGRADE.**

Full bars require more glassware, which adds to the cost of disposable or rental costs.

A fun way to add more variety to a partial bar (at a fraction of the cost of having hard liquor/full bar) is to have a spiked punch or a signature drink!

Preference on china, glassware and silverware vs. disposable service-ware products?

High quality, disposable service-ware, is approximately \$4.50 per person. Rental china/glassware/silver ware, is approximately \$7.00 per person. Service-ware is NOT included in the base price. Labor is a bit higher with rentals because clearing, bussing, rinsing and stacking are required, typically about \$250.00 more per standard 5 hour event. There are a lot of high quality throwaway products to include a variety of strong plastic plates, strong glassware, 'like silver' flatware and a variety of pretty colored cocktail and dinner napkins. Some clients mix rentals and disposables to save a bit. Ask for details.

Are you planning on serving HOT beverages, coffee/tea?

Hot beverage service adds an upgrade cost of \$1.50 per person and includes coffee, tea and the fixins for such. Cups/mugs and any items you need for a stationary hot beverage set up, i.e. extra linen and samovars (which hold the brewed hot liquid for serving), are extra.

A way to reserve your budget is to eliminate hot beverage service, especially in the warmer weather months, afternoon affairs and/or if you know you don't have a coffee drinking crowd.

Champagne toasts add an upgrade cost of \$1.50 per person and includes rental champagne glasses and pouring. This is a labor intensive job for parties over 50. Champagne is not included.

Sit down, served meals will add approximately \$6.00 per person to your base price.

Are you working with a specific budget? If so, please feel free to share so that I can recommend selections that will work for you and try to fit that budget.

*THE ****BASE PRICE** WITH AL A CARTE OPTIONS HELPS YOU CREATE YOUR OWN FINANCIAL OUTCOME ACCORDING TO YOUR SPENDING COMFORTAVAILABILITY.

EXACT **base price** will vary depending on final guest count and final menu selections chosen.

*An approximate ****base price** is \$63.00 per person and includes the following:

*Buffet/stations-food selections, including a variety of butlered/stationary hors d'oeuvres, two entrée(s), (filet mignon is extra), a variety of starch, veggie and salad accompaniments, fresh fruit when in season, selected bread/rolls, mini sweet treats to accompany a cake or primary dessert, non-alcoholic beverages (soda, iced tea, lemonade) and ice.

*Labor, including kitchen/grill staff, bar/beverage attendants, floor staff, bussing staff, clean up and dishwashing staff for a standard 5 hour event, including prep, set up, service, break down and clean up. Labor charge of approximately \$250.00 will be applied if rental china service is the chosen service-ware option.

*The handling of all linen and rental orders.

*T-lights and accent greens for food and beverage stations.

*All bar, buffet and kitchen equipment/supplies and utensils.

*Consultations, all telephone, email and in person communication, ongoing planning up to the day of the event, the preparation and delivery of revised proposals, meetings, walk through planning, floor/seating chart set up, alcohol quantity guidance, linen and rental guidance and the coordination and ordering of linens, rentals and tenting.

Choose your service-ware option (disposable \$4.50 p.p. or rental \$7.00 p.p.) and add that to the ****base price**, i.e. $\$63.00 + \$4.50 = \$67.50$ p.p. or $\$63.00 + \$7.00 = \$70.00$ p.p.)

UPGRADES/OPTIONAL costs you can add to your **base price**, if you choose:**

*Bar set ups (needed for full bar only) \$2.50 p.p.

*Hot beverage service \$1.50 p.p.

(plus the cost of a linen and samovars for a hot beverage station, should you prefer a station over poured service)

*Champagne toast \$1.50 p. p.

(plus the cost of champagne)

*Sit-down dinner upgrade \$6.00 p.p.

*Actual linens are not included in base price because linen costs vary depending on which are chosen but I handle ordering them and having them delivered and installed for no additional charge. Linens can be obtained very cost effectively to fit into your 'budget'.

*There are many other ways to get creative and save more if you are working with a tighter budget, such as having all the food prepared, garnished, delivered, set up and ready for guests to enjoy (with no on-site labor required). Delivery is complimentary!

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*Events, including Bar/Bat Mitzvahs with a theme, that include full service china, glassware, silverware and rentals, full bar with additional signature drinks, formal table settings, the handling and distribution of themed items, ceremonial service planning, blessing/challah table set up, cake table set up, candy station set up, ice cream fixins bar set up, smoothie station set up, cordial service and/or other ceremonial or themed station set up require extra staff for set up. Events such as these generally start at \$85.00 per person + and do not include alcohol or linens. Each full service event such as this is custom planned.

If your event is held at Legacy/JCC, there is no additional charge if a client would like to come back the day after their event to pick up their remaining supplies, centerpieces, themed items, leftover food and/or alcoholic beverages. All leftover food and/or alcoholic beverages will be kept locked until your arrival. Themed items will remain in the general areas for your convenience.

Information on deposit and payment follow.

General deposit/payment policy:

*A 50% deposit is due to secure an event date with Food For Thought Catering. This is considered the 'contract date'. This deposit locks in the date, guarantees current food rates, allows for the reservation and confirmation of food ingredients, staff, rentals, linens and/or any other service person or item(s) needed to execute the event. If the final costs have not been determined, a deposit of \$300.00 is required to hold the date. Deposits are non-refundable.

*A second payment of one half of the remaining balance will be due midway between the contract date and the actual date of the event, when applicable. Payment in full is due immediately for an order taken or event contracted with less than a week's notice.

*A final payment of the remaining balance will be due within and no later than one week prior to the event date.

*6% PA sales tax will apply, where applicable. If you are tax exempt, please provide Food For Thought Catering with a signed tax exemption certificate.

*The final count is due one week prior to the event with ONLY additions allowed up to the day before allowed. As count changes, prices will change accordingly.

*Overtime charges often occur if party hours are extended, where applicable. Rates vary, depending on how many staff members are required to stay on site, until the guests leave and clean up is complete. Overtime charges are figured and a bill will be sent following the event. Payment in full for the overtime charges is due upon receipt.

*Gratuuity is OPTIONAL, never included or required and at client's discretion.

*All payments can be made payable to Food For Thought Catering or Gina D' Ambrosio and mailed to: Gina D' Ambrosio, 2120 Oregon Pike, Lancaster, PA 17601

717-824-2996

267-495-6677

gina@foodforthoughtcateringpa.com

www.foodforthoughtcateringpa.com coming soon!!!

"Good food ends with good talk"

Geoffrey Neighbor