Knights of Columbus
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CATERING CONTRACT Rev. 11/2011

Date _____

Date of Event	Day of Week	Event Start Time	Event End Time	Room: ❑ North ❑ Grand Knights

Sign Mesg/Name

Representative:
Name:

Address: | State | Zip
Email:

Telephone: ( ) | Billing Address (if different) | City | State | Zip

Estimated No. of Guests:

*PLEASE NOTE: Minimum guest requirements will apply when food is involved: see below.

Food to be ready by:

A $75.00 charge per (1/2) half hour (or any portion thereof), will apply for dinner served later than the scheduled time.

Bar Minimum: $1,200/North Hall $2,400/Grand Knights Room

MENU: ❑ China & Silverware ❑ Disposable plates/silverware ❑ All Disposable

❑ Hosted ❑ Cash ❑ Both

Entree's: 1.	2.	3.	
Pot: 1.	2.	3.	
Veg: 1.	2.	3.	
Salad: 1.	2.	3.	
Bev: 1.	2.	3.	
Head Table No.		❑ Linen ❑ Skirting ❑ Napkins	
Appetizers ready at:		❑ Snacks:	
❑ Desserts:		Wedding Cake: Cut : ❑ Y ❑ N $50.00 charge	
❑ Disposable Cake Plates & Forks		Cut & Serve: ❑ Y ❑ N $100.00 charge	
❑ Remarks:			

PRICE INCLUDES HALL & FOOD

@ $ SUB TOTAL $

BALANCE IS DUE 14 DAYS PRIOR TO EVENT

TAX $

SERVICE CHARGE $

TOTAL $

DEPOSIT $

BALANCE $

PLEASE NOTE: Minimum guest requirements will apply when food is involved. 100 minimum/North Hall, 200 minimum/Grand Knights Room.

1. I have read this catering contract and by signing below, agree to the arrangements as stated. Date signed _____
2. I have read and understand the current catering policies and procedures and am aware of how they affect this contract.
3. I understand that I am financially responsible to pay for 100% of the final guarantee and that there is a penalty fee for late cancellations.
4. I understand that a $75.00 charge per (1/2) half hour (or any portion thereof), will apply for dinner served later than the scheduled time.

_____ _____
signature print name after signature

_____ _____
signature print name after signature