**Event Catering Order Form**

## **EVENT INFORMATION**

**Event Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Number of Guests: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## **MENU SELECTION**

| **Quantity** | **Dish Name** | **Special Instructions** | **Price** |
| --- | --- | --- | --- |
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## **ADDITIONAL SERVICES**

**☐ Buffet Setup  
☐ Tableware Rental  
☐ Staff for Serving  
☐ Beverage Station**

## **PAYMENT INFORMATION**

**Total Cost: $\_\_\_\_\_\_\_\_\_  
Deposit Amount: $\_\_\_\_\_\_\_\_\_  
Balance Due: $\_\_\_\_\_\_\_\_\_**

**Customer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**