**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**