

Catering Reservation Form

Name(s): _____ Email: _____

Address: _____ City: _____ Zip: _____

Daytime Phone: _____ Cellphone: _____

Date of Catering: _____ Type or Name of Event: _____

Number of Guests: _____ Guest Arrival Time: _____ Food Service Time: _____

Menu *(Please refer to Catering Menu)*

Appetizer: _____

Entree Choice: _____

Price Per Entree: _____ + Beverage / \$3.50 per person
(Water, Tea, Coffee)

Bar: Yes No Cash
 Tokens _____ *How Many?*
 Open

Venue

Name of Venue: _____

Address of Venue: _____

Venue Coordinator: _____

Coordinator Phone: _____

Please return this completed Reservation Form by fax or email as soon as possible to check availability and schedule your event. We require receipt of this Reservation Form at least 10 days prior to the scheduled event. Your final guest count is required 10 days prior to the event. Payment is due the day before and can be paid online at www.losvaqueros.com or by check.

8.25% Sales Tax and standard gratuity will be assessed, based upon excellent service!

I have read and accept the above terms and conditions.

Client _____ Date _____

Client _____ Date _____

Amount of Deposit _____ Event Date _____

Event Coordinator _____ Date _____

Catering – Additional Items

In order to make your event as convenient and enjoyable as possible, listed below are optional services and products available.

- Cake Plates..... Inquire
- Bar Glasses..... Inquire
- Wine Glasses..... Inquire
- Linen Tablecloths (*napkins are included*)..... Inquire
- Chargers (*gold, silver, copper*)..... \$1 per charger
- Champagne..... \$20 per bottle
- Set-Up/Clean-Up Fee \$250
- Extended Hours Fee..... \$250 per hour (*All events must end by Midnight*)
- Decorating Assistant..... Inquire
- Additional Servers (*upon request*)..... \$25 per hour
- Bartender \$50 per hour

All Fees subject to change at any time under management's discretion. Please contact a coordinator for a quote.

* Please specify linen colors and any special instructions:

Tablecloth: _____

Napkin: _____ Charger: Gold Silver Bronze None

Special Instructions: _____
