

# 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 / \$2.50 per person  
*(Tea, Water, Soft Drinks, 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 7 days prior to the event. Payment is due the day before and can be paid online at [www.losvaqueros.com](http://www.losvaqueros.com) or by check.*

*8.25% Sales Tax and 20% banquet 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.....   | \$25  |
| Bar Glasses.....   | \$50  |
| Wine Glasses.....  | \$25  |
| Linen Tablecloths ( <i>napkins are included</i> ).....     | \$50  |
| Chargers Cleaning Fee ( <i>gold, silver, copper</i> )..... | \$50  |
| Champagne.....   | \$20 per bottle   |
| Set-Up/Clean-Up Fee .....                                  | \$250   |
| Extended Hours Fee.....                                    | \$250 per hour ( <i>All events must end by Midnight</i> ) |
| Decorating Assistant.....                                  | \$25 per hour   |
| Additional Servers ( <i>upon request</i> ).....            | \$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:

Table Cloth: \_\_\_\_\_

Napkin: \_\_\_\_\_ Charger:  Gold  Silver  Bronze  None

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_