

# Cook Shack Catering

## CATERING AGREEMENT

919-497-0669 • 3778 NC Hwy 39 South, Louisburg, NC 27549 • cookshack@embarqmail.com • www.cookshackcatering.com

*We understand you may not know all of the information requested in this agreement at this time.  
Please complete as much as you can. The remainder can be provided at a later date.*

Type of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

Client Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Event Location / Address / Ph# \_\_\_\_\_

\_\_\_\_\_

Event Soft Guest Count: \_\_\_\_\_ Final Guest Count Must Be Guaranteed 2 Weeks Prior to Event Date

Event Time \_\_\_\_\_

Bar \_\_\_\_\_

Hors d'oeuvres \_\_\_\_\_

Meal \_\_\_\_\_

Event End \_\_\_\_\_

TO BE COMPLETED BY  
COOK SHACK STAFF

Arrival Time \_\_\_\_\_

### MENU SELECTIONS

#### Hors d'oeuvres

---

---

---

---

---

---

#### Beverages

---

---

---

---

#### Breads

---

---

---

#### Desserts

---

---

---

---

Call Tables (Name) \_\_\_\_\_

Theme / Colors of Wedding: \_\_\_\_\_

Special Requests: \_\_\_\_\_

#### Salad

---

---

#### Salad Dressings

---

---

---

#### Meats

---

---

---

---

---

#### Sides

---

---

---

---

---

---

Do you want left-overs? ☐ Yes ☐ No

- Final Guest Count Must Be Guaranteed 2 Weeks Prior to Event Date. You can increase this number, but not decrease, at 2 weeks prior to the event date.
- To reserve your event date with Cook Shack Catering, we require a \$200.00 non-refundable deposit.
- Please visit our web site to view our Full Menu. Please inquire about any item you may not see listed.
- Prices are subject to change due to changes in the contract agreement.
- Final Payment is Due Upon Completion of Catering. All Balances Over 30 Days from Event Date are Subject to a 2% Service Charge Monthly.
- Gratuity for excellent service is always appreciated, but not required.

# Cook Shack Catering

## CATERING AGREEMENT

919-497-0669 • 3778 NC Hwy 39 South, Louisburg, NC 27549 • cookshack@embarqmail.com • www.cookshackcatering.com

*We understand you may not know all of the information requested in this agreement at this time.*

*Please complete as much as you can. The remainder can be provided at a later date.*

Type of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

Client Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Event Location / Address / Ph# \_\_\_\_\_

Event Time \_\_\_\_\_

Bar \_\_\_\_\_

Hors d' oeuvres \_\_\_\_\_

Meal \_\_\_\_\_

Event End \_\_\_\_\_

Event Soft Guest Count: \_\_\_\_\_ **Final Guest Count Must Be Guaranteed 2 Weeks Prior to Event Date**

**TO BE COMPLETED BY COOK SHACK STAFF**

Arrival Time \_\_\_\_\_

Special Event Details and Requests: \_\_\_\_\_

### Bar Requirements

Will your event require a Bar ☐ Yes ☐ No

Would you like Cook Shack to provide Bartenders ☐ Yes ☐ No

- Bartenders are \$40.00 per hour each. Time starts 2 hours before your designated bar start time and for 30 minutes after your event end time. These times are for set-up and break-down. One bartender per 75 guest will be needed.
- There is a \$200 Service Fee that includes normal ice, plastic cups, napkins, lemon & lime. Full bar mixers are not included in this fee.

### Dishes

Will you be using Paper Products ☐ Reflections ☐ Real Dishes (See Guide)

- If you wish to use real dishes, place settings are available at cost and will require additional servers at said rate.
- We contract all rentals with either Classic Party Rentals or Party Reflections. For your convenience rentals can be added to your invoice. In doing this you will keep from paying a separate deposit to the rental company.

### Rental Requirements

#### DISHES

Item	Quantity
Dinner Plate	_____
Salad Plate	_____
Hors d'oeuvre Plate	_____
Cake Plate	_____
Salad Fork	_____
Dinner Fork	_____
Dessert Fork	_____
Spoon	_____
Knife	_____
Tea Glass	_____
White Wine Glass	_____
Red Wine Glass	_____
Beer Glass	_____
Liquor Glass	_____
Mason Jar	_____

#### LINENS

Item	Quantity & Color
Napkins	_____
Color	_____
90" Table Cloth	_____
120" Table Cloth	_____
6' Table Cloth	_____
8' Table Cloth	_____

#### ADDITIONAL RENTAL ITEMS

Item	Quantity
Round Tables	_____
6' Regular Tables	_____
8' Regular Tables	_____
Cocktail Tables	_____
Chairs	_____
Tent	_____

#### RENTAL DELIVERY/PICK-UP

##### To Be Delivered

☐ Yes ☐ No

Date \_\_\_\_\_

##### To Be Picked Up

☐ Yes ☐ No

Date \_\_\_\_\_

By \_\_\_\_\_

##### To Be Brought by Cook Shack

☐ Yes ☐ No

- **Final Guest Count Must Be Guaranteed 2 Weeks Prior to Event Date.** You can increase this number, but not decrease, at 2 weeks prior to the event date.
- To reserve your event date with Cook Shack Catering, we require a \$200.00 non-refundable deposit.
- Please visit our web site to view our Full Menu. Please inquire about any item you may not see listed.
- Prices are subject to change due to changes in the contract agreement.
- Final Payment is Due Upon Completion of Catering. All Balances Over 30 Days from Event Date are Subject to a 2% Service Charge Monthly.
- Gratuity for excellent service is always appreciated, but not required.

# Cook Shack Catering

## CATERING ESTIMATE

919-497-0669 • 3778 NC Hwy 39 South, Louisburg, NC 27549 • cookshack@embarqmail.com • www.cookshackcatering.com

*We understand you may not know all of the information requested in this agreement at this time.*

*Please complete as much as you can. The remainder can be provided at a later date.*

Type of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

Client Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Event Location / Address / Ph# \_\_\_\_\_

Event Time \_\_\_\_\_

Bar \_\_\_\_\_

Horsd'oeuvres \_\_\_\_\_

Meal \_\_\_\_\_

Event End \_\_\_\_\_

**TO BE COMPLETED BY COOK SHACK STAFF**

Arrival Time \_\_\_\_\_

**THE AREA BELOW WILL BE COMPLETED BY COOK SHACK STAFF**

**ESTIMATED COST – Prices are subject to change due to changes in the contract agreement.**

ITEM/SERVICE	QUANTITY	COST	TOTAL
Hors d' oeuvres			
Meal			
<b>TOTAL FOOD PRICE</b>			
Placesettings			
Dishware Rental			
Drinkware Rental			
Silverware Rental			
Total Linen Rental			
Total Table Rental			
Total Chair Rental			
<b>TOTAL RENTAL FEE</b>			
Bar Set Up Fee			
Bartender Fee	_____ Hours	\$40.00 per hr.	
Bartender fee is charged per bartender per hour. Time starts 2 hours before your designated bar start time for set-up and for 30 minutes after your event end time for break down.			
Extra Server Fee			
Damage Waiver for Rentals			
Misc			
Misc			
Misc			
		Sub Total	
		6.75% Sales Tax	
		Gratuity	
		Total Catering Price	
		Minus Deposit	
		Balance Due on Account	

**We Look Forward to Catering Your Event and We Thank You for Choosing Cook Shack!**

- Final Guest Count Must Be Guaranteed 2 Weeks Prior to Event Date. You can increase this number, but not decrease, at 2 weeks prior to the event date.
- To reserve your event date with Cook Shack Catering, we require a \$200.00 non-refundable deposit.
- Please visit our web site to view our Full Menu. Please inquire about any item you may not see listed.
- Prices are subject to change due to changes in the contract agreement.
- Final Payment is Due Upon Completion of Catering. All Balances Over 30 Days from Event Date are Subject to a 2% Service Charge Monthly.
- Gratuity for excellent service is always appreciated, but not required.