



## Catering Request Form

Located at 130 Acheson Denison, TX 75021  
 Visit us at [www.knife-and-whisk.com](http://www.knife-and-whisk.com) or Call 903-487-6256  
 Email this form to [jason@knife-and-whisk.com](mailto:jason@knife-and-whisk.com)

Host Name:	Contact Phone:	Email:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Company/Event:	Date of Event:	Location of Event:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Eat Time:	Number of Guest:	Number of Servers Preferred:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Billing Contact:	Billing Address/Email:	Billing Phone:
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Food Menu:

Quantity:	Menu Item:
<input type="text"/>	<input type="text"/>

### Beverage Selection:

Fill out the quantity portion of the option you would like.

Quantity:	Beverage:	Price: Per Gallon
<input type="text"/>	Sweet Tea	\$6
<input type="text"/>	Un-Sweet Tea	\$6
<input type="text"/>	Lemonade	\$6
<input type="text"/>	Water	\$6
<input type="text"/>	Fruit Punch	\$6
<input type="text"/>	Other:	

Would you like us to

- Drop off your food (\$25 delivery fee).

Date:	Time:
<input type="text"/>	<input type="text"/>

- Be available for you to pick up food at our location.



Date:	Time:
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- Stay and serve your food (\$120 per-server). 1 serve is required for EVENTS with parties larger than 25 and suggested one additional server per 50 people.
- Provide a bartender (\$130 per-bartender).
- I would like knife-and-whisk to coordinate my event. \*\* This may be subject to an extra charge depending on the size of your event.

Amount Discussed/Agreed Upon: :	Notes:
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- I have an event coordinator.

Name:	Phone:	Email:
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- I am coordinating my own event.

Do you need any of the following

- Tablecloths

Color:	Size:	Qty:
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- Tables

Color:	Description:	Qty:
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- Chairs

Color:	Description:	Qty:
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- Extras (margarita machine, coffee percolator, etc..)

Description:
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Additional Notes:

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Credit Card Information Is Required for Events larger than 50 Guest:

By signing this form you authorize knife-and-whisk. To charge your credit card for your deposit and related fees.

Card Type:		CVS #	
Number		Name on Card	
Expiration Date		Billing Zip	
Billing Address		Authorized Signature	

Some points and policies for clarification and ease of event execution.

Please read and agree to our terms:

Thanks for your interest in our catering!

**What is the best way to contact us or to place an order?**

If you have any questions please call us at 903-487-6256. We are available by phone Monday -Friday 8am to 5pm and in person by appointment. We are frequently on the phone so please make use of our voicemail. We try our best to get back to our customers within the business day. If your call comes in later in the afternoon, we may return it the following day.

When you are ready to place your order, type or write in your order on the form, and send it to us via e-mail ([jason@knife-and-whisk.com](mailto:jason@knife-and-whisk.com)). If you lose the order form you can download another from our site at [jason@knife-and-whisk.com](mailto:jason@knife-and-whisk.com). You may also fill out a form online and submit it. Please let us know what time you would like to pick up your order (from 8:00am to 5:00pm), or what time you would like for delivery. Special arrangements can sometimes be made for slightly earlier or later pick-ups. As soon as we can we will acknowledge your order request, call you with any questions, and ultimately send you a formal order confirmation. In some cases we require a credit card number to guarantee your order. **(Important: If you do not receive an emailed confirmation of your order from us, your order has not been placed.)**

If you would like to meet in person, please call to **make an appointment**. We are very busy most days with other events and guests, and often can't accommodate drop-ins. We are happy to help you in any way with your order - from quantities to selections, often which can be accomplished via an email exchange.



### **What can I expect when I order from Knife-and-Whisk Catering?**

There are no hidden costs, though some of our prices vary with seasonal availability. In all cases, we will make sure you understand clearly what you are getting and what it costs. Whether you are trying to figure out how much food to order for an open house, birthday party, or wedding reception, we will be attentive to your needs. Please let us know what you are looking for and we will do our best to provide helpful information.

Please note that we are a full service catering company. We can provide staff and rental equipment for private parties.

Our meals come standard with cups, paper plates, plastic utensils and napkins. We do have real dishes available for rent as well, upon request.

### **How are the items on your menu packaged, presented, served etc.?**

All of our food is plated in an aesthetically pleasing manner on real dishes or bowls. They are fully garnished and ready to serve. All you must do is come hungry.

### **How much notice do I need to give for a catering order?**

We usually require at least three days notice for orders. During particularly busy seasons, more notice may be required. In the case of an unanticipated event such as a memorial, we try our best to respond quickly.

If you would like your order delivered, it's best to submit your order at least a week or more in advance. Our delivery schedule tends to fill up quickly, especially for the breakfast and lunch windows.

Please keep in mind that we sometimes book up for a particular day and must stop accepting orders.

We always recommend placing your order as soon as you decide to use us to cater your event.

### **What is your delivery policy?**

Ideally we ask you to schedule your delivery time at least 20 minutes before, for smaller parties or company lunches and an hour before your guests arrive for larger events. This ensures we have time to set up your buffet. When we deliver, we will set-up the food and prepare it to be served. We will also return later to gather up our dishes and clean up the service area (if needed). We charge a delivery fee of \$25 for local areas. Areas that are a long distance from our location, require multiple people, more than one vehicle, or have access challenges (difficult parking, stairs, etc.) will be subject to extra charges.

### **Why do we require a server on Events larger than 25?**

Please note by events we don't mean all orders larger than 25. We simply mean larger events (receptions, parties, memorials etc) that want us to attend. A server is required to replenish food, maintain the buffet, serve plated meals, pick up and discarded trash, refill



drinks, set up and clean up afterwards. We suggest one server for every additional 50 guest to ensure satisfied attendees.

### **How can I obtain a quote for an upcoming event?**

Fill out the form online. Go to [knife-and-whisk.com](http://knife-and-whisk.com), click request quote, and fill out the form. We will get back with you as soon as possible.

### **Gratuity**

A 15% gratuity charge will be added to each EVENT (party, wedding, memorial, etc) where a server is present.

### **Do we have bartenders available?**

Though we are not licensed to provide alcohol. Our bartenders are certified by TABC and are available for your events.

### **Is a deposit required?**

A 25% deposit is required on events larger than 50 guest and a 50% deposit is required on events over 200 guest.

### **What is our cancellation policy?**

Events cancelled 30 days before the event, there is no charge and deposit will be returned. Events cancelled 15 day before the event, will not be refunded the deposit. Events cancelled less than 15 days before the event will still be expected to pay in full the quoted price. A credit cards on file will be charged according to our cancellation policy and/or any checks we were holding will be cashed accordingly.

### **Will we coordinate your event?**

We would be happy to coordinate your event or work with your event coordinator.

### **Will we cut a wedding cake?**

Yes, we charge a \$50 fee to cut the wedding cake. Please schedule in advance so we are prepared and staffed.

### **What is our cleaning policy?**

We will clean the area in which we worked. We will take out our trash, tear down our buffet, clean counters and sweep our area. We will need to be informed ahead of time for any other expectations in order to staff and charge accordingly. Servers will help clean, but are not responsible for break down or set up of non food related areas (unless pre arranged).



\*\* Please note at weddings and big events should people in charge or seemingly in charge (mothers, fathers, mother-in-laws, father-in-laws, event coordinators, and etc....) request jobs outside of our agreement we will oblige. You will be subject to extra charges on your final invoice.

### Disclaimer

THERE IS A RISK ASSOCIATED WITH CONSUMING RAW OYSTERS OR ANY RAW ANIMAL PROTEIN. IF YOU HAVE CHRONIC ILLNESS OF THE LIVER, STOMACH, OR BLOOD, OR HAVE IMMUNE DISORDERS, YOU ARE AT GREATEST RISK OF ILLNESS FROM RAW OYSTERS AND SHOULD EAT OYSTERS FULLY COOKED. IF UNSURE OF YOUR RISK, CONSULT YOUR PHYSICIAN.

( ) I have read, understand and agree to all of the above policies of knife-and-whisk.

X

Printed Name:

Date:

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