



Catering Request Form

Located at 130 Acheson Denison Tx 75021

Visit us at www.knife-and-whisk.com or Call 903-624-1450

Email this form to Cassi@knife-and-whisk.com

Host Name:	Contact Phone:	Email:
Company/Event:	Date of Event:	Location of Event:
Eat Time:	Number of Guests:	Number of Servers Preferred:
Billing Contact:	Billing Address/Email:	Billing

Food Menu:

Quantity:	Menu Item:

Beverage Selection:

	Beverage:	Price: Per Gallon

Would you like us to

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

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

Date:	Time:
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- Stay and serve food (\$125 per server). One server is required for EVENTS with parties that are larger than 25 and suggested one additional server per 50 people.
- Provide a TBAC certified bartender (\$130 per bartender).
- I want knife-and-whisk to coordinate my event. * Please ask for pricing*

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

Note: We only have black linen for the food/drink tables. If you want our tables to match your decor, you will need to rent extra linen for the food tables. We recommend a cloth for each table plus a couple of fluffers to cover any risers.

Color:	Size:	Qty:
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- Tables

Size:	Shape:	Qty:
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- Chairs

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

Description:

Additional Notes:

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	

Thanks for your interest in our catering!

Frequently Asked Questions

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

If you have any questions, please call us at 903-624-1450. We are available by phone Monday-Friday 8 am to 5 pm and in person by appointment. We are frequently on the phone or at an event, so please use our email/text if you can not reach us immediately. 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.

Ordering Online:

When you are ready to place your order, type or write it on the form and send it to us via email (cassi@knife-and-whisk.com). If you lose the order form, you can download another from our site at 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 8:00 am to 5:00 pm) or what time you would like it for delivery. Delivery fees may apply. We can make special arrangements if needed. As soon as possible, we will acknowledge your order request, call you with any questions, and ultimately send you a formal order confirmation. We require a credit card number to guarantee your order in some cases. (Important: If you do not receive an emailed confirmation of your order from us, we will not prepare your order.)

Should I set up a meeting?

If you would like to meet in person, please call to make an appointment. We are jam-packed most days with other events and guests and often can't accommodate drop-ins. However, we are happy to help you in any way with your order – from quantities to selections usually, we can accomplish this via an email exchange. Appointments should be made for large events/weddings.

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 offer full event planning and staff.

Our meals come standard with chafing dishes and serving utensils. Plates, forks, cups, etc can be added to your service.

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

Buffett

Food is placed in an aesthetically pleasing manner in/on real dishes or bowls. They are fully garnished and ready to serve. All you must do is come hungry. Note: We only have black linen for the food/drink tables. If you want our tables to match your decor, you will need to rent extra linen for the food tables. We recommend a cloth for each table plus a couple of fluffers to cover any risers.

Plated Dinners

We turn your home/workplace into a fine dining restaurant. Food is plated on real plates and served to your guest.

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

We usually require at least three days' notice for orders. During hectic seasons, more notice may be required. For weddings and bigger events, we will need two weeks in

advance. But as always, the earlier, the better due to tight scheduling. 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 it at least a week or more in advance. Our delivery schedule fills up quickly, especially for the breakfast and lunch windows. Submit to Cassi@knife-and-whisk.com or 903-624-1450. (Text are fine)

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 for your guest to serve themselves(unless otherwise specified). 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.

When do you need my final headcount?

Seven days before your event.

Can I change my headcount?

You can always go up. But you can not go down.

What does a server do?

A server replenishes food, maintains the buffet, serves meals, picks up and discards trash, refills drinks, sets up, and cleans up afterward.

Why do we require a server on events larger than 25?

Please note that by events, we don't mean all orders larger than 25. We mean larger events (receptions, parties, memorials, etc.) that want us to attend. A server must replenish food, maintain the buffet, serve plated meals, pick up and discard trash, refill drinks, set up and clean up afterward. We suggest one server for every additional 50 guests 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, click request quotes, and fill out the form. We will get back to you as soon as possible.

Gratuity

A 20% gratuity charge will be added to each EVENT (party, wedding, memorial, etc.) where a server is present.

Do you 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 **\$200** deposit is required on events larger than 50 guests to hold your date. This deposit is non-refundable. It will go towards your final bill.

What is our cancellation policy?

Events less than 300 Guests:

There is no charge for events less than 300 guests canceled 30 days before the event. Your deposit, however, is non-refundable. Events canceled 29-15 days before will still be responsible for 50 percent of the agreed-upon price. Events canceled less than 15 days before will still be expected to pay 100 percent of the quoted price. In addition, a credit card on file will be charged according to our cancellation policy, and/or any checks we were holding will be cashed accordingly.

**Please see the scale in the contract portion for events larger than 300 guests.

Will we coordinate your Event?

We would be happy to coordinate your event or work with your event coordinator. We offer multiple coordination packages.

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 site. We will need to be informed of any other

expectations to staff and charge accordingly. Servers will help clean but are not responsible for the breakdown or set up of non-food-related areas (unless pre-arranged).

** Please note that at weddings and significant events, should people in charge or seemingly in charge (mothers, fathers, mothers-in-law, fathers-in-law, event coordinators, etc.) request jobs outside of our agreement, we will oblige. However, you will be subject to extra charges on your final invoice.

Contract Portion

This Catering Contract is entered into between Knife-and-Whisk (“Caterer”) and _____ (“Client”) (together, “Parties”) and sets forth the agreement between the Parties relating to catering services to be provided by the Caterer for Client for the event identified (above) in this Contract.

1. Event Details

The Client is hiring Knife-and-Whisk to provide food and beverages and related services for the Event stated above.

2. Menu to Be Served

The Parties have agreed to the menu attached to this Catering Agreement or indicated in the designated section above. Knife-and-Whisk reserves the right to make small changes to the menu if key ingredients are unable to be sourced due to reasons beyond the control of the Parties. No alcoholic beverages will be served without a separate agreement relating to that. Knife-and-Whisk can not sell the Client any alcoholic beverages. But may provide a bartender to assist in serving them.

3. Coordination with Venue

Knife-and-Whisk will need access to the Venue no later than one hour in advance of the Start Time for the Event and one hour after the End Time for clean-up. The Client will make all necessary arrangements, at the Client’s expense, to get this access arranged. Knife-and-Whisk will only be responsible for the cleaning of the food-related items as stated above. Unless otherwise specified.

4. Payment Terms

In exchange for the services of the Caterer as specified in this Catering Contract, the Client will pay to Caterer \$ _____ per person attending the Event, but in no event less than the Guest Count provided by Client to Caterer one week in advance of the Event. As of the signing of this Contract, the total amount is estimated to be \$

_____ (“Estimated Total Cost”). Payment will be made to the Caterer as follows: \$ 200 deposit due on the date of signing, and the balance of approximately \$ _____ will be due one week in advance of the Event. The exact amount due will be determined and provided from Knife-and-Whisk to The Client one week before the Event, and The Client will make the final payment.

5. Responsibilities for Related Costs

The Client is solely responsible for all costs and deposits relating to the use of the Venue and for obtaining any necessary permissions, authorizations, or other requirements of the Caterer providing services at the Venue.

6. Insurance and Indemnification

The caterer has or will obtain general liability insurance relating to Caterer’s services at the Event. However, Client will indemnify and hold harmless Caterer for any damage, theft, or loss of Caterer’s property occurring at the Event, causes by any of Client’s guests.

7. Cancellation

If the Client needs to cancel the Event, Client must provide written notice to Caterer along with any required cancellation fee described in this Catering Contract, to effect cancellation.

Client understands that upon entering into this Contract, Caterer is committing time and resources to this Event, and thus cancellation would result in lost income and lost business opportunities in an amount hard to calculate precisely. Therefore, the following cancellation limitations will apply.

For events estimated to be less than 300 guests:

If Client requests cancellation of this Contract 30 days or more before the Event, Caterer shall be entitled to zero percent of the Estimated Total Cost.

If Client requests cancellation of this Contract 29-15 days before the Event, Caterer shall be entitled to fifty percent of the Estimated Total Cost.

If Client requests cancellation 14 days before the Event, the Caterer shall be entitled to 100% percent of the Estimated Total Costs.

The Client’s deposit will be credited against the cancellation fees owed. Any balance will be payable upon the notice of cancellation.

For events estimated to be larger than 300 guests:

If Client requests cancellation of this Contract 90 days or more before the Event, Caterer shall be entitled to 25 percent of the Estimated Total Cost.

If Client requests cancellation 45-89 days before the Event, Caterer shall be entitled to 50 percent of the Estimated Total Costs.

If Client requests cancellation 31-44 days before the Event, Caterer shall be entitled to 75 percent.

After 30 days in advance of the Event, the Caterer shall be entitled to 100 percent of the Estimated Total Cost.

8. Legal Compliance

The caterer will comply with all applicable local health department rules and regulations relating to food preparation and food service.

9. Assignment

This contract cannot be assigned by either party without the other's written consent, with the exception outlined in paragraph 10, below.

10. Limitation of Remedies

If Knife-and-Whisk cannot fulfill its obligations under this contract for reasons outside of its control, Caterer may locate and retain a replacement catering company at no additional cost to Client, or refund Client's money in full. Knife-and-Whisk will not be responsible for any additional damages or compensation under these circumstances.

11. Resolution of Disputes

The Parties agree not to post any negative information about the other arising out of this Contract or Event on any online forum or website without providing advance written notice of the intended content thereof and providing the other party with an opportunity to resolve any issues between the parties amicably.

12. Jurisdiction and Venue

This contract will be interpreted according to the laws of the State of Texas, and any legal action must be filed in the County of Grayson in the State of Texas.

13. Entire Agreement

This document, along with its exhibits and attachments, constitutes the entire agreement between the Parties.

Client Printed Name

Client Signature

_____ Date: _____

Representative of Knife-and-Whisk

_____ Date: _____

Attachments to this document are as follows:

- Estimate
- Invoice
- Menu
- 3 Party rental quotes
- Timeline
- Email Correspondence
- Other