

Simply Thyme Catering

BEARTHYME Catering Inc. -DBA Simply Thyme Catering-

14020 NE 4th Plain Road Ste. E Vancouver, WA 98682 360.891.0584

Event Date: _____, 2018

Name:

Email:

Cell:

Name:

Email:

Cell:

Event Location:

Set Up Time:

Event Start:

Buffet:

Bar:

Strike Time:

Guest Count:

Reception / Dinner Menu

\$0.00 per guest

###

Guest

#VALUE!

\$0.00 per Child

###

Children

#VALUE!

Dessert Menu

Cake Supplied by Client

Simply Thyme Catering to cut and serve at no added cost

Allergy Notes: None Listed

Event includes: Compost and Trash Removal

(Compostable/disposable plates, forks, paper napkins, & cups (if needed))

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Guest Count:

Beverages Hosted Bar

(1 Bar can handle up to 100 people & Host elects to provide alcoholic beverages)

1 Basic Bar Setup Beer, Wine, Champaign & Spirits \$ 225.00

1 Basic Bar Setup Beer, Wine, Champaign (W/out Spirits) \$ 125.00

Includes table top bar, bar-top containers to chill beer & wine, openers, coolers & ice, cocktail napkins, disposable cups & bar supplies

Corkage Fee Estimate

** Additional Corkage fee will be billed after event **

\$8.00 per bottle wine/champagne # Bottles #VALUE!

\$12.00 per bottle of spirits # Bottles #VALUE!

\$15.00 per case beer # Cases #VALUE!

\$30.00 per Beer Keg # Kegs #VALUE!

A \$1,000,000.00 Additional Liquor Insurance Available for \$350.00

Beverages Station Self Serve

Simply Thyme Catering Spa Water

(Chilled & litely infused with lemon, cucumber & strawberry)

Sparkling Punch

Our house specialty

Coffee Service

Regular & Decaf

\$3.00 per guest ### guests #VALUE!

Beverage Total #VALUE!

Staffing:

Captain \$35.00 per hour (4 hour minimum) (1 per 100 guest)

Staff x (6pm to 10pm) = 4.00 Hours \$35.00 per Hour #VALUE!

Bartender \$30.00 per hour (4 hour minimum) (1 per 100 guest)

Staff x (6pm to 10pm) = 4.00 Hours \$30.00 per Hour #VALUE!

Catering Staff \$25.00 per hour (4 hour minimum) (1per25 Buffet / 1per20 Plated)

Staff x (6pm to 10pm) = 4.00 Hours \$25.00 per Hour #VALUE!

Chef \$35.00 per hour (4 hour minimum) (1+per Buffet, 2+per 50 Plated)

Staff x (6pm to 10pm) = 4.00 Hours \$35.00 per Hour #VALUE!

These hours are estimates – to be revised STAFFING TOTAL #VALUE!

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Rentals:

Linens	color	price	quantity	Total
120" Round	TBD	\$18.00	#	#VALUE!
60" x 120" Banquet	TBD	\$12.00	#	#VALUE!
6' Box	TBD	\$25.00	#	#VALUE!
8' Box	TBD	\$28.00	#	#VALUE!
85"X85"	TBD	\$12.00	#	#VALUE!
Napkin	TBD	\$1.00	#	#VALUE!
Other				
32" Table (Tall)	Wood	\$12.00	#	#VALUE!
6' Long Table	Wood	\$11.50	#	#VALUE!
8' Long Table	Wood	\$12.50	#	#VALUE!
60" Round Table	Wood	\$17.00	#	#VALUE!
Wood Folding Chair	White	\$4.00	#	#VALUE!
Dinner Plates	White/Silver	\$0.65	#	#VALUE!
Salad Plates	White/Silver	\$0.65	#	#VALUE!
Cake Plates	White/Silver	\$0.65	#	#VALUE!
Forks/Knife/Spoon	House	\$0.50	Each #	#VALUE!
Beer Pint	Glass	\$0.65	#	#VALUE!
Wine Glass	Glass	\$0.65	#	#VALUE!
High Ball	Glass	\$0.65	#	#VALUE!
Rocks Glass	Glass	\$0.65	#	#VALUE!
Water Goblet	Glass	\$0.65	#	#VALUE!
Water Pitchers	Chrome	\$6.00	#	#VALUE!
Coffee	Glass	\$0.65	#	#VALUE!
Delivery Charge		\$100.00	#	#VALUE!
RENTAL TOTAL				#VALUE!

China, table and/or chair rentals provided by *Simply Thyme Catering*. These rentals will be delivered by the day of the event, with return pickup by the following business day, unless other arrangements have been made.

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Billing

Food Total #VALUE!

Beverage Total #VALUE!

Service Charge 18% F&B Only #VALUE!

Staff #VALUE!

Rentals #VALUE!

Mileage Charge \$ -

Return Pick Up (for drop off events only) \$ -

Sub Total #VALUE!

Tax (OR-0% WA-8.4%) #VALUE!

12% Gratuity on F&B Only #VALUE!

Total Final Balance #VALUE!

Thank You, Additional Gratuity is Always at the Discretion of our Client

Additional Gratuity Date Given: \$ -

Deposit #1 Date Given: \$ -

Deposit #2 Date Given: \$ -

Deposit #3 Date Given: \$ -

Final Balance #VALUE!

All charges in this contract are estimates. Any adjustments will be reflected on the final invoice.

Client signature required to confirm proposal.

Client: _____ Date: _____

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Event Location:

Catering Notes:

We will take all compost & Trash items back to Simply Thyme Catering

Service Charge: 18% on Food & Beverage Only

Our Service Charge is designated for the catering service provided by Simply Thyme Catering including but not limited to equipment, supplies, insurance and is not used as a gratuity for staff

Additional Tipping & Gratuity:

12% Gratuity is included on your Food & Beverage Order. Additional Tipping is not expected, yet is appreciated. Traditional Gratuity of 18% is recommended and is at the discretion of the client. If you would like to include an additional tip to the final balance, it will be distributed amongst our entire staff in the kitchen and at the event

Deposit & Cancellations:

- All payments will be made by client on or before the scheduled dates listed below by Cash, Check or Credit Card Supplied by Client. Our Credit Card Form allows Simply Thyme Catering to Charge there card according to the contract term listed below.
- Final guest count required fourteen (14) business days before the event date.
- A \$1,000.00 deposit secures our service for the date of your event.
- A 50% deposit for all menu/rental items is required thirty (30) days prior to your event date, with the balance due seven (7) business days before your event date.
- A final invoice will be sent three (3) business days after your event, reflecting previous deposits, as well as adjustments for any balance due in staffing charges or guest count adjustments; this balance will be charged on clients card on file and is due and payable within five (5) business days after the day of your event.
- Simply Thyme Catering accepts cancellation up to sixty (60) days prior to the event date, with forfeit of the initial \$1,000.00 deposit or we may reschedule your event date with in one year of previse date and keep your deposit on file for that length of time.
- Cancellations made less than thirty (30) days prior to your event date will result in forfeiture of all deposits.
- Cancellations made less than fourteen (14) days prior to your event date, Simply Thyme Catering will result in charge the full amount of the event total.
- If you must cancel/postpone your event due to inclement weather conditions (snow storms, ice storms, wind storms) or a natural disaster, you will only be billed for the actual costs incurred in producing your event up to the time of cancellation.

Photo Release:

At some of our events we take food and buffet photos to be posted on our Facebook or web site. By signing this contract you are allowing Simply Thyme Catering to use your event photos for our advertising use. No faces will be posted with our additional permission.

All charges in this contract are estimates. Any adjustments will be reflected on the final invoice.

Client signature required to confirm proposal.

Client: _____ **Date:** _____