



## Client Agreement

Client Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_

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

**\*Please provide directions if not a typical venue**

Event Venue/Location: \_\_\_\_\_ Venue Contact: \_\_\_\_\_

Outdoors: Y/N Expected Numbers of Guests Adults: \_\_\_\_\_ Children (6-12): \_\_\_\_\_ Children (5-0): \_\_\_\_\_

**\*An additional fee of \$250 is added to outdoor events\***

Service: \_\_\_\_\_ Drop-Off: \_\_\_\_\_ Pickup: \_\_\_\_\_ \$2 Less per plate for Pickup or Drop-Off

Time for meal service, drop-off, or pickup: \_\_\_\_\_ Time for set-up: \_\_\_\_\_

**\*Please provide us with an invitation to your event, so we may be aware of times we are unable to come and set-up**

Mileage: \_\_\_\_\_ km (both ways) @ \$0.90 per km (\$25 if you are in town)

**Menu must be determined no less than 30 days in advance of the event**

Plates/Cutlery/Cups/Glasses Real: \_\_\_\_\_ or Disposable: \_\_\_\_\_ (provided by TC with no extra cost per plate)

**If you wish to use real plates, cutlery, cups and glasses, you need to check with your venue and see if they are available, if not you will need to rent them from another source.**

**Beverages** – coffee/water/juice/ disposable glasses \$2 per plate: Yes \_\_\_\_\_ No \_\_\_\_\_ **\*\* for serviced events only\*\***

**Crystal Glasses / Steam Wear** \$1/guest for Clearing Tables of Glass Wear \_\_\_\_\_ \$1/guest for Washing Glass Wear \_\_\_\_\_

Theme or colours of event: \_\_\_\_\_

Head Table Service: \$250.00 Fee Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, how many seated: \_\_\_\_\_

Late Lunch: Yes \_\_\_\_\_ No \_\_\_\_\_ **\* Cost varies with late lunch menu selected. Not an option if you are booking for an event in the year \_\_\_\_\_ \***

**Non – refundable deposit required upon booking to secure the date**

-Non- Profit Events: \$500.00 at time of booking

-Weddings: \$500.00

**\* Final menu choices 21 days in advance.**

**\*\* Final guest count two weeks in advance**

**\*\*\* Payment in full one week prior to the Wedding. Any additional charges will be settled one week after your event. Please make us aware of ANY FOOD ALLERGIES. \* \$5 extra a plate per guest with food restrictions. \***

Clients Signature: \_\_\_\_\_

**Contact us at 403-741-6831 or [Tccatering21@outlook.com](mailto:Tccatering21@outlook.com) for changes or dietary restrictions**