

Wedding Catering Form



Contact Information

Name of Bride and Groom	
Street Address	
City ST ZIP Code	
Wedding Planner Name	
Wedding Planner Phone	Text? Yes No
Groom's Phone	Text? Yes No
Bride's Phone	Text? Yes No
Wedding Planner Email	

Your Wedding

What is the Wedding date and time? When is the Reception taking place?

Where is your Wedding and Reception taking place? (St. Address City ST ZIP Code)

Is the reception taking place outside?	Yes	No
*Our shop requires a 20-amp electrical circuit, is this accessible?	Yes	No
Is there a kitchen sink provided for us to use?	Yes	No
Is there a general refrigerator provided for us to use?	Yes	No
*Some reception venues do not allow outside catering to take place and require the use of their theirs only. Does the venue allow outside catering?	Yes	No
Have you picked menu items on our menu document?	Yes	No
Is The Forte Cafe allowed to displace business cards?	Yes	No

*Required

Your Wedding

Briefly tell us about your wedding!

(Color scheme, flower colors, table colors, center pieces, décor, DJ, food choice, Etc.)

Person to Notify in Case of Emergency

Name				
Phone		Text?	Yes	No
Relation to Bride or Groom				

Payment

Every event submitted is required to a \$250.00 Deposit to reserve the date and services, this will be deducted from your total amount. Nothing is official until this amount is received. The remaining amount can be paid no later than 1 month after the reception date but can be paid in full before the reception. All payments can be made in cash, check, card, or online.

Total price of the catering is billed at \$3.00 per person attending reception + sales tax.

Please provide the email you want to be billed with the invoice.

Do you have any other comments or requests?

Thank you for your interest in our catering option! If you have any questions or comments or anything at all, please do not hesitate to reach out. This is about your special day and I will personally do whatever it takes to have a smooth and exciting day for your wedding!



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