



Brentwood Academy



Function: _____ Time _____ Day/Date of Function: _____
 : _____
 Location: _____ Invoice #: _____
 Organization: _____ Representative: _____
 # of Guests: _____ Guarantee _____ Cost per Person: _____
 : _____
 Additional Costs: _____

Special Instructions:

Menu:

| | |
|---|---|
| <p>Customer's Signature: _____ Date: _____</p> | <p>Manager's Signature: _____ Account #: _____</p> |
|---|---|

Catering Guidelines

Conditions and Service Fees:

*Events Scheduled during weekend or after normal work hours may be subject to an additional surcharge due to labor costs

*Plated Dinners will also include an additional surcharge for labor costs

Cancellation Policy:

There is a 24-48 hour cancellation policy in accordance with number of attending, due to ordering and labor procedures, the customer is responsible for the full payment of the catering order if cancellation is less than 24 hours.

Linens:

Linens and Tables are available for use by the customer under catering contract, but are responsible for maintaining quality of such linens. Any Damage done to linens that is not caused by the caterer can incur an additional surcharge for such damages.

China:

The services include serve wear and paper products for the events. For a more formal event if china is needed there is an additional fee. The fee is based on the number of pieces and people attending.

Labor Costs:

If there is an interactive station such as a pasta or carving station there will be an additional fee based on labor costs.

Contact Information:

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