

**COUNTRY CLUB MARKET**

CUSTOMIZED CATERING & CULINARY ARTS CLASSES  
PRIVATE CHEF & MARKET BAKERY & COOKBOOK AUTHOR  
2624 NW 157<sup>th</sup> St, Clive, IA 50325  
515.987.5957 [www.countryclubmkt.com](http://www.countryclubmkt.com)  
LinkedIn Facebook

**CUSTOMIZED CATERING EVENT FORM**

Contact Information

Name:  
Company:  
Complete Address:

Phone:  
Cell:  
Email:

Are you requesting bids for this event from other caterers?  
A \$200.00 non-refundable retainer fee will be assessed to secure you date  
and will be applied to your event invoice should you event take place.

Today's Date:

Event Date:

\*Should your event fall on a holiday a surcharge of 10% will be added\*

Day:

Event:

Times of Event:

Times (from when to when) for Food:

Number of Guests:

Guarantee Date: 1 week prior to date

\*Fee Accessed Past Above Date For Each Change: \$50.00\*

If event is less than one week out \$75 fee for expeditiousness.

Payment is due at time of delivery, or partial or full payment prior to service.

If full payment is not received at the time of delivery, food will not be served.

Payments will be non-refundable.

Please pay with exact cash, check or Venmo, invoice will include fees however not gratuity, thank you.

Service fees will be applied where appropriate.

Budget: per person\_\_\_\_\_event\_\_\_\_\_note: this will not include applicable service fees.

Where event is held:

Complete Address:

Contact Name:

Contact Number:

Style of service: Buffet \_\_\_\_, Family Style \_\_\_\_, Plated \_\_\_\_

Pick Up\_\_\_\_, Deliver\_\_\_\_, Deliver/Set Up\_\_\_\_, Deliver/Set Up/Serve\_\_\_\_

Serving Equipment\_\_\_\_ Disposable Serving Pieces\_\_\_\_

If there is a down hill slope or stairs, the client will be responsible for carrying.

Menu:

Course Requests:

Brunch

Appetizer  
Entrée  
Vegetable  
Salad  
Soup  
Starch  
Dessert

Vision?

Likes?

Dislikes?

Dietary and/or Religious Restrictions?

Demographics?

\*Photos may be taken and used for advertising purposes\*

\*Please note – weather conditions may hamper event scheduling\*

Thank you so much for the opportunity to be a part of your event.  
I look forward to serving you!

Sincerely,  
Chef Terrie Kohl  
Country Club Market  
[www.countryclubmkt.com](http://www.countryclubmkt.com)