

Pilora's Cafe Wedding & Special Events Catering Form

(This form ensures a seamless catering experience for your event.)

Host Contact Info

Name: _____

Phone Nuber: _____

Email: _____

Event Overview

Event Type: ☐ Wedding ☐ Birthday ☐ Corporate ☐ Other

Date & Time of Event: _____

Venue Name & Address: _____

Estimated Guest Count: _____

Event Theme/Style: _____

Emergency Contact for the Event

Name: _____

Phone: _____

Email: _____

Catering Service Options

Service Type: ☐ Drop-Off ☐ Drop-Off & Pick-Up Buffet ☐ Staffed Buffet

Linen/Table Covering Needed? ☐ Yes ☐ No

Plate & Cutlery Type: ☐ Real ☐ Disposable

Dietary Restrictions or Allergies: _____ (we are not an allergen free facility)

Special Requests (Kosher, Halal, Gluten-Free, etc.): _____

Beverage & Bar Services

Beverage Service: ☐ Open Bar ☐ Cash Bar ☐ Wine/Beer Only ☐ Signature Cocktails

Special Drink Requests: _____

Menu Selections

Event Timeline Breakdown

(Provide a detailed timeline to coordinate catering services appropriately.)

Setup Time: _____

Guest Arrival Time: _____

Cocktail Hour Start & End Time: _____

Meal Service Start & End Time: _____

Dessert Service Time: _____

Additional Activities (Speeches, Dancing, Cake Cutting, etc.): _____

Cleanup Time & Venue Exit Deadline: _____

Additional Coordination Details

Guest Seating & Dining Flow Preferences: ☐ Assigned Seating ☐ Open Seating ☐ Other: _____

Cake/Dessert Coordination: ☐ Provided by Pilora's Cafe ☐ Separate Vendor

Vendor Coordination Needed? ☐ Yes ☐ No

If Yes, please list contact: _____

Children's Meals or Special Portions Required? ☐ Yes ☐ No

Details: _____

Post-Event Food Handling: ☐ Package for Pickup ☐ Dispose ☐ Donate

Venue Catering Restrictions (e.g., no open flames, required health permits): _____

Power Supply Available for Food Warmers? ☐ Yes ☐ No

Last-Minute Dietary Adjustments (for unexpected needs)? ☐ Yes ☐ No

(Additional charges may apply)

Budget & Payment

Estimated Catering Budget: _____

Payment Plan: ☐ Deposit Required ☐ Final Payment Due Date: _____

Gratuuity Policy: Is based on service and experience, not included.

Additional Costs (Delivery, Service Fees, etc.): _____

Pilora's Café agrees to provide food truck and/or catering services for the event described above. The following terms and conditions apply:

Menu and Pricing

- Minimum Charge: \$500
- Custom Menu: Prices Vary

Payment Terms

- (Catering Only) Deposit: A non-refundable deposit of 20% of the total estimated cost is required to secure the booking.
- (Catering Only) Final Payment: The remaining balance is due on the day of the event, prior to the start of service.
- (Food Truck Only) Final Payment: The remaining balance is due on the day of the event, at end of the event sales will be disclosed if less than \$500.00. If minimum is NOT met. the remainder is due at this time.
- Payment Methods: We accept cash, credit cards, and corporate checks.

Cancellation Policy

- Client Cancellation: Cancellations must be made in writing at least 15 days prior to the event. The deposit is non-refundable.
- Company Cancellation: If Pilora's Café needs to cancel the event due to unforeseen circumstances, the deposit will be refunded in full.

Minimums and Guarantees

- Minimum Charge: The client agrees to meet the minimum charge of \$500 for the event.
- Guest Count: The client must provide a final guest count at least 15 days before the event. Any changes made after this date may result in additional charges.

Liability and Insurance

- Insurance: Pilora's Café carries general liability insurance.
- Liability: Pilora's Café is not responsible for any injuries or damages that occur during the event.

Client Responsibilities

- Permits: The client is responsible for obtaining any necessary permits for the event location.
- Access: The client must ensure that the food truck and/or catering team and vehicle has access to the event location, including parking and setup space.
- Utilities: The client must provide access to electricity and water, if required.

Agreement Signature

By signing below, both parties agree to the terms and conditions outlined in this agreement.

Client Signature: _____ Date: _____

Pilora's Café Representative Signature: _____ Date: _____

Contact Us

If you have any questions or need further assistance, please contact us at:

Phone:(920) 233-5565

Email: Pilorasfoodtruck@gmail.com

Let us know if you need any modifications or additional details!

Pilora's Cafe Catering Service Agreement

This Catering Service Agreement is made and entered into on Date: _____, by and between Pilora's Cafe LLC ("Caterer"), and _____ ("Client").

Services Provided

Pilora's Cafe agrees to provide catering services for [Event Details: _____] on [Date: _____] at [Event Location: _____].

The services include food preparation, delivery, setup, staff and/or cleanup, depending on the Clients Service tier. [Tier Selection: _____]

Service Tiers

The Client may select from the following service tiers:

Tier 1: Basic Package – \$14.95 delivery fee

- Disposable serving trays, bowls and utensils
- Delivery only (no setup)
- Disposable tableware included

Tier 2: Standard Package –\$35.95

- Decorative serving trays, bowls and utensils
- Delivery and buffet setup
- Disposable tableware included
- Cleanup services

Tier 3: Premium Package – 15% of total

- Decorative serving trays, bowls and utensils
- Delivery and buffet setup
- Full-service buffet setup with attendants (2 Hours)
- Cleanup services

Tier 4: Luxury Package – 25% (minimum 50 people)

- Custom menu with gourmet options
- Full-service buffet setup with attendants (2 Hours)
- Water service
- Cleanup services

3. Payment Terms

A deposit of 20% is required upon signing this Agreement, with the remaining balance due (day of the event)_____. Payment can be made via Cash, Check or Card (2.8% Fee).

4. Cancellation Policy

Client may cancel services with a full refund if cancellation occurs 15 or more days before the event date. If cancellation occurs after this period, a partial refund may be provided at Caterer's discretion. Cancellation must be in writing.

5. Liability & Indemnification

Caterer is not responsible for any damages or issues arising from external factors such as venue restrictions or food allergies unless specifically addressed in writing.

6. Miscellaneous

Any modifications to this Agreement must be made in writing and agreed upon by both parties.

Agreement Signature

By signing below, both parties agree to the terms and conditions outlined in this agreement.

Client Signature: _____ Date: _____

Pilora's Café Representative Signature: _____ Date: _____