



IRISH CENTRE

12546 126 Street, Edmonton, Alberta T5L 0X3

Phone: (780) 453-2249 Fax: (780) 451-5969

Email: culturaldirectoriss@gmail.com

CATERING FORM - DINNER

EVENT TITLE:		DATE:
Doors open:	Estimated # Adults:	Estimated # of U12:
Bar service start time:	Number of bar staff required:	Food service start time:
Presentation/Speeches timeline:		Entertainment/Music timeline:
Event Ends:		

Standard Buffet Order \$36.00 per adult plate Includes: <input checked="" type="checkbox"/> 1 meat selection <input checked="" type="checkbox"/> 1 starch selection <input checked="" type="checkbox"/> 1 salad selection <input checked="" type="checkbox"/> 2 Vegetables <input checked="" type="checkbox"/> Dinner buns <input checked="" type="checkbox"/> Coffee & Tea Meat Selections <input type="checkbox"/> Slow Roasted Beef w/a jus <input type="checkbox"/> Chicken Breast w/white wine cream sauce Starch Selections <input type="checkbox"/> Mashed Potatoes <input type="checkbox"/> Roasted Potatoes <input type="checkbox"/> Rice Pilaf Vegetable Selections <input type="checkbox"/> Rutabaga/Turnip cubes <input type="checkbox"/> Peas & Carrots mix <input type="checkbox"/> Corn & Shallots mix Salad Selections <input type="checkbox"/> Caesar <input type="checkbox"/> Spring Mix w/raspberry vinaigrette Dessert Selections <input type="checkbox"/> Assorted Squares <input type="checkbox"/> Assorted Pies w/whipped cream	Dinner Buffet Order sheet				
	Standard Buffet Order (total # of guests)	\$/person	#/ordered	Notes	Total \$ per line
	Add 2 nd Meat selection	\$7.00	#		\$
	Add 2 nd Starch selection	\$3.00	#		\$
	Add 2 nd Salad selection	\$3.00	#		\$
	Add 3 rd Vegetable selection	\$3.00	#		\$
	Add Assorted Dessert Squares	\$3.00	#		\$
	Add Assorted Pies w/whipped cream	\$5.00	#		\$
	Total cost				\$
	(Total Cost Per Person: TCPP)				\$
	Calculation for U12	(TCPP x U12#/-2)	U12#:	Deduct 50%	\$
	A. BUFFET SUBTOTAL:				\$
	Lunch Options				
	1 Tray serves 30 people Additions or deletions per person \$		\$/tray & order	per person add/del	Total \$ per line
	Build your own Cold Cut Combo on a bun – mixed meat trays of roast beef, black forest ham & turkey with pickles, mayo, mustard, butter and buns on the side.		\$85.00 X _____	# x 3.00 =	\$
Assorted Cheese & Cracker Tray		\$75.00 X _____	# x 2.50 =	\$	
Seasonal Fruit Tray - w/yogurt dip		\$65.00 X _____	# x 2.25 =	\$	
Assorted Vegetable Tray - w/ranch dip		\$50.00 X _____	# x 1.75 =	\$	
B. LATE LUNCH OPTION SUB-TOTAL:				\$	
A. BUFFET + B. LATE LUNCH = C. FOOD ORDER SUB-TOTALS				\$	



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Alcohol/Bar Service Options					
DINNER WINE	<input type="checkbox"/> Bottles on the table – added to each table for dinner service – ordered in advance				
POUR AS YOU GO WINE	<input type="checkbox"/> Wine poured during dinner service only – total # of bottles opened added to this invoice after dinner				
Wine Options: Check with bar liaison for current selections		\$/Bottle	#/Ordered/ poured	Name of Wine	Total \$ per line
Red Wine – 750ml Bottle – 4oz glasses = 6 servings		\$29.00	#		\$
White Wine – 750ml Bottle – 4oz glasses = 6 servings		\$29.00	#		\$
D. WINE ORDER SUB-TOTAL:					\$
ADD - SELF SERVE - CRANBERRY & LEMONADE JUICE MIX	8L Beverage Dispenser – (max 2)	\$/Dispenser	#/Ordered	Total \$ per line	
		\$25.00	#	\$	
E. JUICE ORDER SUB-TOTAL:					\$
HOST BAR OPTIONS	<input type="checkbox"/> No Host Bar <input type="checkbox"/> Host gives drink tickets to guests. A tab is run at bar – 15% gratuity added to tab at end of event <input type="checkbox"/> Host has an open tab at the bar. – 15% gratuity added to tab at the end of event ○ Limit total estimate including 15% gratuity or N/A for No Limit total: _____				
Please indicate which Drink Types that can be added to a host bar tab					
<input type="checkbox"/> Hi-balls		<input type="checkbox"/> Wine			
<input type="checkbox"/> Domestic Draft		<input type="checkbox"/> Coolers/Ciders			
<input type="checkbox"/> Import Draft		<input type="checkbox"/> Bottle Beer			
<input type="checkbox"/> Cocktails		<input type="checkbox"/> Pop/Juice/0.5%			
<input type="checkbox"/> Top Shelf (Whiskey/Scotch/Brandy/Aperitifs/Sherry/Tequila/Shooters)					
C. FOOD ORDER + D. WINE + E. JUICE = F. FOOD & BEVERAGE SUB-TOTALS					\$
ADD 15% GRATUITY					\$
G. FOOD & BEVERAGE SERVICE TOTAL					\$



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Optional/Additional				
ADDITIONAL SERVICES	\$/per	#/ordered	Notes	Total \$ per line
White Linen Tablecloths for tables #____ Rounds - #____ Rectangle	#____ X \$8.00	\$		\$
White Linen Napkins	#____ X \$1.25	\$		\$
Plastic Tablecloths for Rectangle Tables only Colour(s): _____ #____ Rounds	#____ X \$6.00	\$		\$
Plastic Tablecloths for Round Tables only Colour(s): _____ #____ Rectangle	#____ X \$3.25	\$		\$
Centerpiece rental: <input type="checkbox"/> Client agrees that if centerpiece is missing or damaged that a \$25/centerpiece fee will be deducted from the \$200 Facility Damage Deposit – Extra fees may be charged if this fee is exhausted	#____ X \$5.00	\$		\$
H: OPTIONAL ADD-ON SUB-TOTAL				\$
G. FOOD & BEVERAGE SERVICE TOTAL				\$
I. Miscellaneous Surcharges (if applicable)				\$
G. + H. + I. = J: TOTAL INVOICE				\$



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Room decorating & table dressing plan:

Room teardown and room reset plan:

Date:

Form completed by:

Client signature:

Notes: