

Date of Function: _____
Function Type: _____
Customer Name: _____
Contact Person: _____
Address: _____
City/Prov.: _____ Postal Code: _____
Email: _____
Phone: _____ Cell: _____
Number of Guests: _____ Start Time: _____ End Time: _____

Location & Amount of Retainer:

_____ The Gallery (\$1500) _____ The Ruins (Food Event) (\$750)
_____ The Garden Ceremony only (\$500) _____ Photos Only (payment in full required)
_____ The Amphitheater Ceremony only (\$500) _____ Off-Site Catering Event (\$1500)
_____ The Ruins Ceremony only (\$500)

Method of Payment

_____ Cash _____ Debit Card _____ E-transfer
_____ Visa _____ MasterCard _____ food@fortcatering.com
_____ _____ Cheque

Credit Card	
Number:	ENTER OR CALL IN CREDIT CARD NUMBER
Expiry	
Date:	CSC (3 digits on back of card):
Card Holder	
Signature:	
Card Holder's Name (as shown on card):	

* Please note that the retainer is non-refundable and non-transferable.

I hereby understand the terms of this retainer and agree to the information provided to me by Fort Catering Ltd. including all information listed in the private event package(s). All food is supplied by Fort Catering Ltd. All outside décor and items must be approved by Fort Catering Ltd. All past due payments will be charged a monthly fee of 2.5% as well as collection legal fees.

Total Received: _____
Date Received: _____
Client's Signature: _____ Print Name: _____
Fort Catering Representative: _____ Print Name: _____