

# DTS Barbecue Catering

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## DTS Barbecue Catering Order Form

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Thank you for your interest in using DTS for your Barbecue Catering Needs. Our goal is to provide you with impeccable service and a delightfully palatable experience that meets with your complete satisfaction. We hope you will recommend us to others and you will return to us with your Barbecuing needs in the future.

Name of Company: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone #'s: (Work) \_\_\_\_\_ Ext. \_\_\_\_\_ (Cell) \_\_\_\_\_ (Home) \_\_\_\_\_

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Day and Date(s) desiring DTS to provide service: \_\_\_\_\_ / / - / /

Location of service: \_\_\_\_\_ Time of Day for service: \_\_\_\_\_

Service Requesting:  Grill only  Grill & Cook (you provide food)  Full Service (food provided & prepared)  
 Other (specify) \_\_\_\_\_

Additional Services Requesting: \_\_\_\_\_

Servers requested: \_\_\_\_\_ Mileage to Event Site: \_\_\_\_\_

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1. DTS Barbecuing and Catering Service will be providing the services requested at the location of your choosing. However, the location must be accessible by automobile. Please discuss your expectations regarding the location of preparation, and the location of serving, for your event. Basic utilities such as water and electricity will be provided by the event sponsor.
2. Please review the enclosed "Basic Menu Sheet". Mark your desired menu options to include your requested main course, side dishes, condiments, and beverage choices. In most cases, food items not specifically named on the basic menu sheet can be provided and every effort will be made to accommodate special dietary needs. List any food and beverage items not currently listed on the "Basic Menu Sheet" in the "Other Menu Items" section of the "Basic Menu Sheet". If a particular brand is imperative to your needs, please indicate that in this section as well.
3. Serving and eating items such as plates, utensils, beverage containers and napkins are available in a variety of configurations and types. Please indicate your preference in this area on the "Basic Menu Sheet". We will be happy to consult with you and advise you if you need assistance in this or any other area of planning for your event.
4. When planning your event, please be mindful of the whether conditions for time of year and season. You will also need to monitor the specific projected forecast for the actual day(s), date(s), and time of your event. It is always best to prepare for the worst whether forecast and to have a well protected (perhaps alternative) location for gathering and eating in the event of inclement whether. If you need assistance in this area, please let us know.
5. Don't forget to plan for the containment and disposal of trash during and at the conclusion of your event. Unless otherwise indicated this responsibility is solely the responsibility of the individual, business, or organization responsible for your event.

6. Municipal guidelines and requirements regarding licenses and permits relating to the serving of food and activities planned during your event are solely the responsibility of the individual, business, or organization responsible for sponsoring your event. DTS is only responsible for providing the agreed upon services and products listed and agreed to in writing. DTS has no direct or indirect association with any individual, business, or organization other than Divers Training & Supply, Inc. and has no liability regarding property, facilities, equipment, egress, or acts of commission or omission associated with the event or any of this event's activities taking place at the location and on the dates listed above. The sponsor(s) of this event agrees to hold harmless and free from any and all liability in any way, Divers Training & Supply, Inc. and all persons involved with Divers Training & Supply, Inc for this event. Event insurance shall name Divers Training & Supply, Inc. as an "additional insured" party during this event and on the above names premises listed for this event.

7. Prices quoted are "Ala Carte" per person price quotes unless specifically noted on the "Basic Menu Sheet" DTS Barbecue Catering will provide the necessary serving dishes and Chafing dishes to keep the food warm as necessary. DTS Barbecue Catering will also provide the necessary serving and preparation dishes for presenting of the food items requested except where note as necessary for the event planner to provide. The price quote for food items includes as part of that per person quote the basic paper goods such as plates, bowls, plastic utensils, and napkins for patrons to eat the food. If the event sponsor wishes DTS Barbecue Catering to provide other accommodations, such accommodations need to be specified and a price quote will be given for any and all items desired.

8. The mileage delivery charge for the grill will be calculated at a rate of \$.50 per mile from Charleston, WV.

9. Serving Staff secured by Divers Training & Supply, Inc will be billed a gratuity fee to the event sponsor. Serving workers work the event as independent contractors and are not employees of Divers Training & Supply .

10. A non refundable \$ 250.00 reservation fee is required to secure the dates the event planner is booking. Three weeks prior to the schedule event, menus should be finalized, booking documents should be signed, and an estimated number of persons participating in the event must be established. A booking payment of 50 % of the total estimated amount due is to be paid at least 21 days prior to the event date. The final balance is to be paid at the conclusion of the event. Checks are to be made payable to Divers Training & Supply, Inc. Cancellation 8 - 14 days prior to the event will result in the \$250.00 reservation fee being permanently forfeited. There will be no refunds given for a cancellation that occurs 7 days or less prior to the event. Every effort will be made to reschedule the event on mutually agreed upon dates. However, monies forfeited as part of the cancellation penalty monies will not be applied to the final balance due when the event is rescheduled. If Divers Training & Supply, Inc. cancels this contract, all monies paid by the event planner will be refunded plus a \$250.00 penalty being paid to the event planner.

We the undersigned agree to be bound by the terms of this document.

		/   /
Signature of Responsible Party	Title / Position	Date
	<u>Owner and President of DTS</u>	/   /
Peter R. Corbett	Title / Position	Date

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 Comments / Notes / Concerns: \_\_\_\_\_  
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