



Great Caterers of Iowa
 1250 NE 56th Avenue
 Pleasant Hill, IA 50327
Phone 515-264-8765
Fax 515-262-6370

RESERVATION REQUEST - SPECIAL EVENT BOOKING SHEET

Complete this form and return with deposit. Deposits are NON-Refundable.

Name _____ Type of Event _____

Address _____

Telephone (Home) _____ (Work) _____

Requested Date of Affair _____ Approximate Number of Guests _____

Location of Affair _____ Serving time _____

Please Describe Location:

Are there any stairs? _____ Is there a kitchen door to parking lot? _____

Is there a kitchen? _____ Type of tables: 8' long _____ 60"round _____

Please List Menu Selection and Price: (18% Service Charge and 6% Sales Tax will be added.)

Selection _____

Price _____

Briefly describe affair and any special requests or needs you may have: _____

Signature _____

Remember to call our office at least 5 days before the date of your event (unless other arrangements have been made) with final number of guests to attend. This is called a "Guarantee" or minimum number of guests you agree to pay for. All prices are per person. Additional fee will be charged if event goes over 1½ hours serve time for buffet at the rate of \$100.00 per hour. PRICES ARE SUBJECT TO CHANGE. PAYMENT MUST BE MADE IN FULL 3 DAYS PRIOR TO THE DAY OF THE EVENT. PERSONAL CHECKS OR CREDIT CARDS ACCEPTED.

When you call in your guarantee (5 days prior to the event) you will be given the total amount due.
 DEPOSITS ARE NON-REFUNDABLE. Deposit amount will be deducted from the total amount due.

DO NOT WRITE BELOW THIS LINE - FOR OFFICE USE ONLY

Reserved by _____ Deposit _____

Rec'd _____