



SPECIAL EVENT BOOKING CONTRACT

Name: _____

Address: _____

Phone _____ Email _____

Type of Event _____

Date of event _____ Approximate number of Guests _____

Location of Affair _____

Address where event will be held _____

Serving time _____

Please be advised: if you are needing China for your event, you are responsible for all costs with a 2-week advanced reservation and payment.

Final count must be provided 7 days in advance.

Type of table cover needed: 8" _____ 6" _____ or 60" Round _____

Please List Menu selection: (7% tax will be added)

Selections _____

Special colors or themes for your event? _____

Credit cards accepted – 3.5% credit card processing fee applies. All prices are per person. Payment is due on the day of the event and must be made in full.

Signature _____ Date _____

Special Event Booking Contract.
Complete and return with a **non-refundable** deposit of \$100.00 by mail or email teaspooncatering@aol.com.

515-710-8139
12510 SE 56th Ave
Runnells, IA 50237