



Brentwood Academy



Function: _____ **Time** _____ **Day/Date of**
: _____ **Function:** _____

Location: _____ **Invoice #:** _____

Organization: _____ **Representative:** _____

of Guests: _____ **Guarantee** _____ **Cost per**
: _____ **Person:** _____

Additional
Costs: _____

Special Instructions:

Menu:

Customer's
Signature
: _____
Date: _____

Manager's
Signature
: _____
Account
#: _____

Catering Guidelines

Conditions and Service Fees:

*Events Scheduled during weekend or after normal work hours may be subject to and additional surcharge due to labor costs

*Plated Dinners will also include an additional surcharge for labor costs

Cancellation Policy:

There is a 24-48 hour cancellation policy in accordance with number of attending, due to ordering and labor procedures, the customer is responsible for the full payment of the catering order if cancellation is less than 24 hours.

Linens:

Linens and Tables are available for use by the customer under catering contract, but are responsible for maintaining quality of such linens. Any Damage done to linens that is not cause of from caterer can incur an additional surcharge for such damages.

China:

The services include serve wear and paper products for the events. For a more formal event if china is needed there is and additional fee. The fee is based on the number of pieces and people attending.

Labor Costs:

If there is an interactive station such as a pasta or carving station there will be and additional fee based on labor costs.

Contact Information:

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