



Event Proposal

Cataylst Ranch
SAMPLE PROPOSAL - Buffet Dinner
Date: TBD

Client Information

SAMPLE PROPOSAL prepared for Cataylst Ranch

Venue Details

**Catalyst Ranch
656 W. Randolph, Suite 3W, Chicago, IL, 60661
(312) 207-1710**

Event Details

**Date: TBD
Guest Count: 75
Event Time: 6:00 pm-12:00 am
Event Number: E03909**

Timeline

**Staff Arrival, Set Up Begins: 3:30 pm
Event Begins, Passed Hors d'Oeuvres Begin: 6:00 pm
Invite Guests to be seated for Dinner: 6:50 pm
Cocktail Hour Ends, Bar Closes: 7:00 pm
Buffet Dinner Begins, guests invited to buffet by table: 7:00 pm
Bar Re Opens: 7:30 pm
Dessert & Coffee Station Opens: 8:30 pm
Last Call at Bar: 11:30 pm
Event Ends, Breakdown Begins: 12:00 am
Staff Departure: 1:00 am**

Passed Hors D'oeuvres

PASSED HORS D'OEUVRES

3 x

BASED ON 3 PIECES PER GUEST

Shrimp & Grits

75 x \$3.50

Cajun broiled shrimp, Gouda cheese grits

Bacon Wrapped Dates with Chorizo

75 x \$3.50

Caprese Skewer

75 x \$2.00

With a Balsamic reduction

Buffet Salads

Tuscan Harvest Salad

75 x

Mixed greens, apple slices, dried cranberries, candied walnuts, gorgonzola cheese, fat-free raspberry dressing

Buffet Entrees

(3) Entrées + (2) Sides

75 x \$22.50

BUFFETS INCLUDE:

- Choice of salad
- Two side dishes
- Serving pieces
- Chaffing dishes

Herb Roasted Chicken

75 x

Herb Roasted Chicken

BBQ Beef Brisket

75 x

Served in a sweet bbq glaze

Farro Stuffed Bell Pepper

75 x

Onions, mushrooms, herbs, lemon, tomato broth

Buffet Sides

Red Skin Garlic Mashed

75 x

Creamy roasted garlic mashed potatoes

Fire Roasted Vegetables

75 x

Grilled vegetables, balsamic reduction

Desserts

Petite Dessert Station

75 x \$6.00

Miniature dessert bars, cannoli, fruit tartlets & brownie bites

Beverage Service

Gourmet Coffee Station

45 x \$3.00

French roast regular & decaffeinated coffee with gourmet flavored coffee syrups, sugar, sweeteners and creamer

BASED ON 60% GUEST COUNT

Full Bar - 2 hour Package - Pepsi

75 x \$18.50

Liquor & Mixers

- Tito's Vodka
- Tanqueray Gin
- Dewar's Scotch
- Jack Daniel's
- Sweet & Dry Vermouth
- Rose's Lime Juice
- Orange & Cranberry Juice
- Angostura Bitters
- Bottle of Fun Vodka
- Bacardi Rum
- Seagram's 7
- Jim Beam
- DeKuyper Triple Sec
- Rose's Grenadine
- Soda & Tonic
- Garnishes

Wine & Beer

- Dado Cabernet Sauvignon
- Pennywise Pinot Noir
- Bocelli Pinot Grigio
- Grayson Chardonnay
- Bud Light
- Goose Island 312
- Budweiser
- Stella Artois

Soda & Bottled Water

- Pepsi
- Sierra Mist
- Diet Pepsi
- Bottled Water

Per Person

Full Bar - Additional 3 Hour

75 x \$18.50

Staffing

Upscale Captain	Black Bistro	1:30 pm - 12:00 am	1
Upscale Head Chef	Black Bistro	1:30 pm - 9:30 pm	1
Upscale Waitstaff	Black Bistro	3:30 pm - 12:00 am	2
Upscale Buffet Runner	Black Bistro	3:30 pm - 12:00 am	1
Upscale Bartender	Black Bistro	3:30 pm - 12:00 am	1
Upscale Culinary	Black Bistro	3:30 pm - 9:30 pm	1
Upscale Porter	Set Up	3:30 pm - 12:00 am	1

Rentals

White Rim Salad Plate, 7.5"	85
White Rim Dinner Plate, 10 1/2"	85

At Buffet Tables

Double Old Fashioned, 13 oz.	265
<i>At Bar</i>	
Excalibur Water Goblet, 12 oz	85
<i>At Tables</i>	
Excalibur White Wine, 8.5 oz	115
<i>At Bar</i>	
Glass Pedestal, 8 1/2 oz.	65
<i>At Coffee Station</i>	
Marquette Salad Fork	85
Marquette Dinner Fork	85
Marquette Dinner Knife	85
Marquette Teaspoon - Coffee	65
Water Pitcher, Glass, 60 oz.	4
Chrome Garment Racks on Wheels (6 Ft. Long)	2
Metal Hangers	75
Coat Checks, Triplicate 100	1
Cocktail Tray, Round, 14"	4
Waiter Tray 26" Oval, Plastic	4
Waiter Tray Stand Chrome	2
Classic Solid 20 x 20 Napkins	85
Salt and Pepper, Mini , Chrome Top Set	10
F.O.H-S/S Coffee Urn	2
Same Day Delivery/Pickup Saturday	1
<i>specific time w/ night pick up</i>	

Event Details

VENUE EQUIPMENT AVAILABLE:

Tables & Chairs (Guest Seating)

BEYOND EVENTS EQUIPMENT:

Kitchen heating equipment

Warming equipment

Chafer's / Sterno

White china passing platters

White china platters & bowls

Silver Buffet Risers

Serving utensils

Icing tubs

Black stock linen for icing tubs

Black stock linen for buffet fluff

Layout: TBD

PRICING

Beyond Catering and Events requires a 25% deposit to confirm and reserve the client's event date. This deposit will go towards the client's event balance.

Guaranteed guest count is due fourteen (14) days prior to your event and may not cancel or decrease thereafter. Full payment of the balance will be due to Beyond Catering & Events Catering ten (10) days prior to the client's event. Credit card charges over 5,000.00 on a single event will incur a 3% processing fee.

Staff Charges & Overages

Staff Charges are based on estimated hours, additional hours incurred will be billed separately. Any food or beverage additions or overages will be invoiced separately.

Service Charge and Handling Fee

This covers booking charges for all contracted services, as well as loading and unloading, permit fees, traveling expenses, insurance liability & any related incidental fees.

Cancellation

If cancellation of contract occurs more than 90 days before the event date, 50% of the deposit will be returned. If cancellation of event happens less than 90 days from the scheduled date, no deposit will be refunded. If the client cancels more than 14 days prior to scheduled event and reschedules their event at the time of the cancellation, Beyond Catering Events will apply 100% of the previous monies collected to the client's new scheduled event date.

Food & Beverage:	\$5,722.50
Staffing:	\$2,060.00
Rentals:	\$2,186.50
Discount:	\$0.00
Subtotal:	\$9,969.00
Gratuity:	\$0.00
Service Charge:	\$996.90
Tax:	\$1,178.84
Total:	\$12,144.74

X _____
Client Signature

X _____
Melissa Autullo
Beyond Catering Signature