



## Great Caterers of Iowa

1480 Sloans Way  
Pleasant Hill, IA 50327  
**Phone** 515-264-8765  
**Fax** 515-262-6370

# RESERVATION REQUEST - SPECIAL EVENT BOOKING SHEET

Complete this form and return with \$500 deposit. Deposits are NON-Refundable.

**Credit Cards Accepted - 3% Credit Card Processing Fee Applies**

Name \_\_\_\_\_ Type of Event \_\_\_\_\_

Address \_\_\_\_\_

Telephone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Requested Date of Affair \_\_\_\_\_ Approximate Number of Guests\* \_\_\_\_\_

Location of Affair \_\_\_\_\_ Serving Time \_\_\_\_\_

### Guest Counts:

1. Please be advised that when needing China Service, we need a final guest count 2 weeks in advance.
2. Final guest counts for events must be provided at least 7 days in advance.
3. Friday, Saturday, and Sunday weddings have a minimum of 100 guest counts.

### Please Describe Location:

Are there any stairs? Yes \_\_\_\_\_ No \_\_\_\_\_ Is there a kitchen? Yes \_\_\_\_\_ No \_\_\_\_\_

Is there a kitchen door to the parking lot? Yes \_\_\_\_\_ No \_\_\_\_\_ Type of Tables: 8' long \_\_\_\_\_ 60" rounds \_\_\_\_\_

**Please List Menu Selection and Price:** (20% Service Charge and 7% Sales Tax will be added)

Selection(s) \_\_\_\_\_

Price (s) \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Remember to call our office at least 7 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. \$500 deposit amount will be deducted from the total amount due.

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Venue / Location Fee - Certain venues and locations require a 10% Venue Fee. Please inquire about your selected venue or location for applicable venue fees.

DO NOT WRITE BELOW THIS LINE - FOR OFFICE USE ONLY

Reserved by \_\_\_\_\_ Deposit \_\_\_\_\_

Rec'd \_\_\_\_\_