Event Proposal

Cataylst Ranch
SAMPLE PROPOSAL - Buffet Dinner
Date: TBD
Client Information
SAMPLE PROPOSAL prepared for Catalyst 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**

*Based on 3 pieces per guest*

- **Shrimp & Grits**
  Cajun broiled shrimp, Gouda cheese grits
  75 x $3.50

- **Bacon Wrapped Dates with Chorizo**
  75 x $3.50

- **Caprese Skewer**
  With a Balsamic reduction
  75 x $2.00

**Buffet Salads**

- **Tuscan Harvest Salad**
  Mixed greens, apple slices, dried cranberries, candied walnuts, gorgonzola cheese, fat-free raspberry dressing
  75 x

**Buffet Entrees**

- **(3) Entrées + (2) Sides**
  Buffets include:
  - Choice of salad
  - Two side dishes
  - Serving pieces
  - Chaffing dishes
  75 x $22.50

- **Herb Roasted Chicken**
  Herb Roasted Chicken
  75 x

- **BBQ Beef Brisket**
  Served in a sweet BBQ glaze
  75 x

- **Farro Stuffed Bell Pepper**
  Onions, mushrooms, herbs, lemon, tomato broth
  75 x

**Buffet Sides**

- **Red Skin Garlic Mashed**
  Creamy roasted garlic mashed potatoes
  75 x

- **Fire Roasted Vegetables**
  Grilled vegetables, balsamic reduction
  75 x

**Desserts**

- **Petite Dessert Station**
  Miniature dessert bars, cannoli, fruit tartlets & brownie bites
  75 x $6.00
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 • Bottle of Fun Vodka
• Tanqueray Gin • Bacardi Rum
• Dewar’s Scotch • Seagram’s 7
• Jack Daniel’s • Jim Beam
• Sweet & Dry Vermouth • DeKuyper Triple Sec
• Rose’s Lime Juice • Rose’s Grenadine
• Orange & Cranberry Juice • Soda & Tonic
• Angostura Bitters • Garnishes

Wine & Beer
• Dado Cabernet Sauvignon
• Pennywise Pinot Noir
• Bocelli Pinot Grigio
• Grayson Chardonnay
• Bud Light • Budweiser
• Goose Island 312 • Stella Artois

Soda & Bottled Water
• Pepsi • Diet Pepsi
• Sierra Mist • 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 Black Bistro 3:30 pm - 12:00 am 1
Upscale Runner Black Bistro
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.  
At Bar  
Excalibur Water Goblet, 12 oz  
At Tables  
Excalibur White Wine, 8.5 oz  
At Bar  
Glass Pedestal, 8 1/2 oz.  
At Coffee Station  
Marquette Salad Fork  
Marquette Dinner Fork  
Marquette Dinner Knife  
Marquette Teaspoon - Coffee  
Water Pitcher, Glass, 60 oz.  
Chrome Garment Racks on Wheels (6 Ft. Long)  
Metal Hangers  
Coat Checks, Triplicate 100  
Cocktail Tray, Round, 14"  
Waiter Tray 26" Oval, Plastic  
Waiter Tray Stand Chrome  
Classic Solid 20 x 20 Napkins  
Salt and Pepper, Mini, Chrome Top Set  
F.O.H-S/S Coffee Urn  
Same Day Delivery/Pickup Saturday  
specific time w/ night pick up

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 & Overtages**
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.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food &amp; Beverage</td>
<td>$5,722.50</td>
</tr>
<tr>
<td>Staffing</td>
<td>$2,060.00</td>
</tr>
<tr>
<td>Rentals</td>
<td>$2,186.50</td>
</tr>
<tr>
<td>Discount</td>
<td>$0.00</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$9,969.00</td>
</tr>
<tr>
<td>Gratuity</td>
<td>$0.00</td>
</tr>
<tr>
<td>Service Charge</td>
<td>$996.90</td>
</tr>
<tr>
<td>Tax</td>
<td>$1,178.84</td>
</tr>
<tr>
<td>Total</td>
<td>$12,144.74</td>
</tr>
</tbody>
</table>

---

X_______________________X_________________________

Client Signature  Melissa Autullo
Beyond Catering Signature