

# Catering Proposal Form



Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Contact # \_\_\_\_\_

Location / Venue	# of Items	Cost	Catering & Invitations	# of Items	Cost	Catering & Invitations	# of Items	Cost
Hourly Rate			Menu Choice			Email		
Additional Hours			Price / Guest			Event Logo Design		
Security Deposit			Additional Charges			Invitation Design		
Bar Fees			Delivery Fee			Printing		
Insurance			Setup Fee			Off the Shelf Cost		
Security Staff			Cleanup Fee			Postage		
Other Venue Staff			Tax					
<b>Total</b>			<b>Total</b>			<b>Total</b>		