

Belmont Town Restaurant & Catering Inc.

14139 Belmont Road, Belmont Ontario N0L 1B0

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FINAL CONFIRMATION DETAILS/ CHECK LIST: completed prior to event

**Final Confirmation Due Minimum 2 weeks prior to event so Belmont can review + confirm all details. Client to have filled out and returned to Belmont Catering at earliest convenience. Can be submitted up to 3 weeks prior. Once submitted, no adjustments. Final Invoice will be sent once document has been complete. Final Payment Due 72 hours before event.*

Clients Name: _____

Date of Event: _____

Location for Event: _____

SERVICE STYLE: Please Circle-

Buffet Style

Country style/Family Style

Individual Plated

NUMBER OF PLATES

** Please note, this number includes Head Table, All Guest Plates + any vendors you wish to feed (such as bartenders, DJ, Photographer etc). Please outline below. As a reminder, your final Head count is crucial for ensuring quantities and everyone is fed. Belmont is only responsible to feed for the number of plates provided (and inaccurate numbers will result in not enough chinaware, or food). Belmont guarantees sufficient portions for all accounted for in this final head count + discrepancies to additional guests may not be covered/served. See contract for more details.*

#1: TOTAL NUMBER OF PLATES REQUIRED: _____

** please let us know if you have included any vendors that may not be at a guest table, for example a DJ or bartenders so we can ensure they receive their meal (sometimes they are shy or too busy to get up + we want to make sure whoever you have accounted for, is fed).*

Vendors Included In Count Are: Please list who _____

Further Confirmation of Breakdown Of Plates:

Attending Guest Plates _____ Vendor Plates: _____ . Total Combined (Guests + Vendors) _____ (This should match Point #1).

Head Table + All Guests _____ vendors you are feeding. _____ Total guests + vendors

For example, say you have 120 Total Plates including head table, Including 10 Vendors. This Means--> Attending Guest Plates 110, Vendor Plates: 10, Total Combined 120

TIMELINE + LOGISTICS:

- What Time is your Ceremony Start and End _____
- Is your Ceremony ON site or OFF site? _____
- What time is your set aside between ceremony ending + reception beginning (Cocktail Hour Start + End) _____
- Is Your Event Indoors, or Outdoors: _____
- What time will guests be announced to find their seats for dinner (recommended 30 minutes prior to dinner minimum) _____
- What time will the head table be making Entrances _____
- Between entrances and dinner beginning, is there anything our team can keep eye out for- for example any specific speeches, first dance, MC speech, Grace. This is so our team can gauge timing _____
- What time will the dinner buffet begin _____
- When will speeches begin (after dessert, throughout dinner etc.) _____
 - If throughout dinner, please notify us of the plan between courses: for example, how many between each course + which course: _____
- How many total speeches (including yourselves) _____
- If provided by Belmont, What Time will the Late Night Meal Beginning:(recommended 9:30/10:30) _____
- Any Additional Notes Regarding Timeline and Layout of Event: _____
- _____

TABLES:

- Total Number Of Guest Tables: _____
- Total Number at Head Table: _____

LOCATION/ EVENT LAYOUT

- What is the event/reception being held in: For example: Inside Tent, Barn, Venue etc: _____
 - This is only for reference purposes so our team is aware of the site prior

MENU DETAILS AND CONFIRMATION OF SERVICES:

COCKTAIL HOUR MENU? Please outline cocktail hour menu from Belmont below: If no cocktail hr Included please write N/A

DINNER MENU

INCLUSIONS TO MENU:

- 2 Main Course Options _____
- 1 Potato Option _____
- 1 Vegetable Option _____
- 2 Salad Options _____
- Dessert Option _____

LATE NIGHT MENU? Please outline late night menu from Belmont below: If no Late Night Included please write N/A

DIETARY ADJUSTMENTS? please list any dietary concerns that you need to make aware of to our team that are relevant to your menu selections.

- Please note, as our dessert is outsourced by a local baker and not physically made in house, all desserts are considered "may contain nuts", and are recommended to avoid by those with nut allergies as extra precaution.

All dinner + salad items can be verified as all items (outside of dessert) are made in house and can confirm contents!

DIETARY CONCERNS ADDRESSED: (for example, vegetarian x 1, vegan x 3)

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RENTALS:

Please Confirm List of Plate + Cutlery Rentals / Quantities on next page. See next page for specifics required to be returned.

BUFFET SET UP: REQUIRED TO PROVIDE FOR A BUFFET MEAL

- As a reminder, our team requires the following set aside for a buffet style meal.
- **BUFFET MUST BE PLACED UNDER COVERING (TENT, BUILDING ETC) and cannot be exposed to weather conditions (rain, wind, sun etc.). PLEASE REVIEW CONTRACT REQUIREMENTS FOR SPECIFIC DETAILS. THIS MUST BE MET IN ORDER TO PROVIDE A BUFFET STYLE MEAL!**

-Please have this set prior to our arrival! See Sample Buffet Layout for Specific Configuration Required.

- **2 (8ft) tables for Dinner Buffet** (access on both ends and sides of buffet) + table cloth covering
- **2 Separate Tables for Dessert** (can be placed up against a wall- 1 sided is fine!) + table cloth covering
- **COCKTAIL HOUR:** please ensure **2 tables** are set aside for cocktail hour in the correct space + table cloth covering

INCLUSIONS TO MEAL:

- Staffing responsible for all meal related tasks
- Condiments related to meal (gravies etc.)
- Paper Cups for Coffee and Tea + Condiments for Coffee/Tea.
- Buns + Butter
- ALL TONGS + SERVINGWARE FOR BUFFET INCLUDED.

As a reminder, our team does not provide Wine, Water Glasses, Water Pitchers or Service to Drink related tasks (water for dinner, wine service, clearing of rental glassware etc.). This would be the responsibility of whomever is providing the bar to ensure water is available to guests when a bar is open and serving.

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RENTAL CONFIRMATION CHECK LIST

As a reminder, per contracted basis the following rentals are required to be provided by Client. Below outlines mandatory rentals and confirmed quantities/ responsibility of set up. As a reminder, Belmont can happily set plate and cutlery rentals when arriving on site day of, or client can set up prior to event. This must be clearly noted below.

Per Contract, The Client Must Rent the following. PLEASE RETURN WITH FINAL CONFIRMATION!

ITEM	QUANTITY RENTED <i>(please ensure extras in case of seconds or breakage—recommended 1 dozen)</i>	RENTAL COMPANY NAME: <i>(for packaging purposes after meal)</i>	RENTAL CONFIRMED <i>(CHECK MARK WHEN ORDERED)</i>	LOCATION OF RENTALS <i>Will you be setting up rentals on guest tables, or buffet table. Please confirm if you would like Belmont to do so at arrival, or will be done prior to arrival.</i>
SALAD PLATE (small) <i>(recommended 60% of guest list minimum)</i>				Please circle Placement & Who will set: <i>Either on Buffet or Guest Tables</i> <i>Set by Belmont or set by client</i>
DINNER PLATE (large)				Please circle Placement & Who will set: <i>Either on Buffet or Guest Tables</i> <i>Set by Belmont or set by client</i>
DESSERT PLATE (small)				Dessert Plates Must be Set on Dessert Table. <i>This is non-negotiable, as guests will use them for dinner and you will NOT have dessert plates. Please circle</i> <i>Set by Belmont or set by client</i> <i>If setting out by Belmont, please leave under dessert table!</i>
2 FORKS (Dinner/Dessert) <i>-optional 3 forks (since salad and dinner is served together, a salad fork is not required for buffet)</i>				Must Be Set on Guest Tables. Please circle below <i>Set by Belmont or set by client</i> <i>Optional- Dessert Fork on Dessert Buffet in Basket!</i>
DINNER KNIFE				Set on Guest Tables. Please circle below <i>Set by Belmont or set by client</i>

IF BELMONT IS SETTING YOUR RENTALS, PLEASE LEAVE ALL PLATES/CUTLERY IN EITHER CATERING PREP SPACE OR UNDER THE BUFFET TABLES! PLEASE NOTIFY US PRIOR TO EVENT WHERE ALL RENTALS WILL BE LEFT SO WE CAN SET UP AND NOT DISTURB YOUR EVENT!

IF BELMONT IS NOT PROVIDING YOUR BAR—WE DO NOT SET UP OR REMOVE GLASSWARE INCLUDED IN CURRENT PACKAGE FEE. ADDITIONAL FEE REQUIRED FOR REMOVAL! PLEASE INQUIRE AVAILABILITY

AS A REMINDER:

Belmont Provides:

- All Serving ware (tongs, bowls, chafing dishes etc. for the meal) + Salt and Pepper
- Disposable Napkin
- Paper Cups For Coffee/Tea, Stir Sticks for Coffee/Tea.