

Belmont Town Restaurant & Catering Inc.

REQUIRED RENTALS + INCLUSIONS

PER CONTRACT, THE CLIENT IS REQUIRED TO PROVIDE THE FOLLOWING ITEMS. THESE ITEMS ARE NON NEGOTIABLE + MANDATORY IN ALL CATERING PACKAGES.
PAPER PRODUCTS/DISPOSABLE PRODUCTS FOR DINNER IS NOT ACCEPTABLE OR PERMITTED (Outside of Paper Cups for Coffee and Tea Station provided by Belmont). PROOF OF RENTAL WILL BE REQUIRED 72 HOURS BEFORE EVENT. FAILURE TO PROVIDE RENTALS + ALL ITEMS REQUIRED AS OUTLINED BELOW WILL RESULT IN MANDATORY RENTAL FEES DUE PRIOR TO EVENT

Client Must Rent: **BUFFET STYLE:**

• **PLATES: (3)**

- 1x Salad Plate (Small)— *60% Recommended minimum*
- 1x Dinner Plate (Large)
- 1x Dessert Plate (Large)

• **CUTLERY: (2 Forks + 1 Knife)**

- 2x Forks Minimum (*Dinner Fork, Dessert Fork*)
- 1x Knife
 - 1x Dinner Knife
 - If choosing Prime Rib or Steak, Serrated Knife Required.*

Client Must Rent: **SIT DOWN**

• **PLATES: (3)**

- 1x Salad Plate (Small)
- 1x Dinner Plate (Large)
- 1x Dessert Plate (Large)

• **CUTLERY: (3 Forks + 1 Knife)**

- 3 Forks (Salad, Dinner, Dessert)
- 1 Spoon + Coffee Mug *For Serviced Coffee/Tea.*
- 1x Dinner Knife
 - If choosing Prime Rib or Steak, Serrated Knife Required.*

If providing Buffet Style Dessert, Coffee and Tea—Belmont will provide paper cups/Stir sticks

Reminder Regarding Glassware:

- Any glassware required for meal is outside of your dinner services and part of bar services. Please discuss with your bar regarding required glassware for your bar service (wine, water glasses, water pitchers etc).
- As a reminder, Belmont does not SET or REMOVE any Bar Related Items or Glassware—as whomever handles the licensee, is responsible for these items + service to these items. If required, please inquire for availability/additional fee.
- If Belmont is PROVIDING THE BAR- OUR bartenders remove all glassware.
- Typical Glassware Rented for Bar Services/Tables: Wine Glass, Water Glass, Water Pitcher

Set Up:

- Belmont catering will arrange with client regarding set up of plates/cutlery during final confirmation (2 weeks prior).
- Client must set up ALL required glassware per bar set up requirements, any décor, or linens etc.
- Belmont can set up all Plates + Cutlery (please leave all rentals in catering prep space).
- If Client wishes to set up plates/cutlery (due to choice or timing for photography), that is no problem please just let us know!!
- **Please leave dessert plates on dessert buffet so they are saved for dessert!**

Included in Package: Provided By Belmont Catering

- Serving ware (bowls, tongs, chaffing dishes, etc.-- anything needed to serve the meal, we include)
- Salt and Pepper
- Baskets for Buns
- Belmont will provide: Paper Cup, Stir Stick for Coffee and Tea

Belmont Town Restaurant & Catering Inc.

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BUFFET STYLE: 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)				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. <u>Please circle</u></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. <u>Please circle below</u> <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. <u>Please circle below</u> <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.