

Belmont Town Restaurant & Catering Inc.

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FINAL CONFIRMATION DETAILS/ CHECK LIST:

**Final Confirmation Due Minimum ONE week prior to event. Client to have filled out and returned to Belmont Catering. Can be filled out up to two weeks 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.*

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: _____

TABLE CONFIGURATIONS:

NUMBER OF PEOPLE AT HEAD TABLE: _____

NUMBER OF GUEST TABLES: _____

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) _____
 - What time will guests be announced to find their seats for dinner _____
 - What time will the head table be making Entrances _____
 - *Between entrances and first course, 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*
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- What time will the head table begin the buffet _____
 - When will speeches begin, how many speeches? _____

INCLUSIONS TO MEAL:

- Staffing responsible for all meal related tasks
- China Plates + Cutlery
- Condiments related to meal (gravies etc.)
- Buns + Butter

As a reminder, Included in our standard packages- 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. Please discuss with bartenders to ensure they are aware of responsibilities during their service!

MENU LOGISTICS CONFIRMATION:

COCKTAIL HOUR MENU? *Please outline cocktail hour menu, if cocktail hour has been reserved. If cocktail hour is not been reserved, please leave blank*

DINNER MENU

INCLUSIONS TO MENU:

- 2 Main Course Options
- 1 Potato Option
- 1 Vegetable Option
- 2 Salad Options
- Dessert Option
- Coffee and Tea

SAMPLE MENU ATTACHED HERE: https://www.belmont-catering.com/files/ugd/90922f_2279da89c10b422fb3435b3f4078c213.pdf

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: please list

SET UP REQUIREMENTS: REMINDER,

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

- 2 (8ft) tables for Dinner Buffet
- 1 or 2 (8ft) tables for Dessert Buffet (2 tables allow for more spacing for the buffet/more dessert out at a time).
- Access to buffet on both ends and both sides (guests can use both sides of the buffet).

IF COUNTRYSTYLE OR PLATED: REQUIRED FOR A COUNTRYSTYLE MEAL:

- 10X12 MINIMUM PREP TENT/SPACING CONFIRMED + PROVIDED. MUST BE SET UP PRIOR TO CATERING ARRIVAL DAY OF
- 3 PREP TABLES UNDER TENT
- TENT MUST BE PLACED IN CLOSE PROXIMITY TO WHERE GUESTS WILL BE SEATED

FOR ALL SERVICES:

- Electricity nearby to access (can be pulling from a extension cord) for Coffee and Tea machines (on its own separate circuit as the machines are quite powerful and cannot be sharing with anything or else they will blow the fuse)