

Belmont Town Restaurant & Catering Inc.

14139 Belmont Road, Belmont Ontario N0L 1B0

Tel. (519)-644-1726

belmonttownrestaurant@gmail.com

FINAL CONFIRMATION DETAILS/ CHECK LIST: completed prior to event

**Final Confirmation Due Minimum TWO weeks prior to event. Client to have filled out and returned to Belmont Catering. Can be submitted up to 3 weeks prior. Once submitted, no adjustments.*

Clients Name: _____

Date of Event: _____

Location for Event: _____

SERVICE STYLE: *Please Circle-*

Buffet Style

Country style/Family Style

Individual Plated

#1. 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. See contract for more details.*

#2. 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 #2).
Head Table + All Guests vendors you are feeding. Total guests + vendors

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*
-

- What time will the head table begin the buffet _____
 - When will speeches begin (after dessert, throughout dinner etc.) _____
 - How many total speeches (including yourselves) _____
 - If Belmont is providing your Late Night, what time do you have allocated for this to BEGIN. If not providing, please write N/A.
 - Typically we recommend (for best consumption) 9:30 or 10:00 start time _____.
 - Any Additional Notes Regarding Timeline and Layout of Event:
-

MENU DETAILS AND CONFIRMATION OF SERVICES:

MENU LOGISTICS CONFIRMATION: SAMPLE MENU ATTACHED HERE: https://www.belmont-catering.com/files/ugd/90922f_cc5fb0a7309e4f26bae3dd6238994ff9.pdf

COCKTAIL HOUR MENU? Please outline cocktail hour menu below: If no Cocktail Hour 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 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:

- -
 -
 -
-

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
- 2 Tables for Dessert
- Access to buffet on both ends and both sides (guests can use both sides of the buffet).
- 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)

INCLUSIONS TO MEAL:

- Staffing responsible for all meal related tasks
- China Plates + Cutlery
- Coffee + Tea (unless noted otherwise on contract)
- Condiments related to meal (gravies etc.)
- Buns + Butter

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.