

Belmont Town Restaurant & Catering Inc.

14139 Belmont Road, Belmont Ontario N0L 1B0

Tel. (519)-644-1726

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REQUIRED FOR CATERING SET UP: COUNTRY STYLE/PLATED

In order to offer a country style OR Plated event which requires our team plating at your venue- we require a "plating/prep station" to work out of. If your venue does not have a space for our team, we will have to create a "pop up style" space for our team to work out of. PLEASE NOTE, WE DO NOT REQUIRE A FUNCTIONING KITCHEN AT YOUR VENUE, But moreso a empty room/or space we can work out of!! The client must ensure a workable station is set up for us that protects the Plating System from weather elements, that is separate from guests. In order to create a space outdoors to plate under, we require the client to provide the following:

Without this station- a country style or plated meal cannot be performed.

TENT COVERING/PREP AREA

If your venue does not have a space or area for our team to work out of:

- Client must provide a 20x10 (minimum in size- but can be larger) tent for our team to work under for the duration of the event.
 - THIS CAN BE CONFIGURED BY PLACING 2 (10X10 side by side) or renting a 16x16 tent for our team to work under
- This is essential as our team cannot plate in the barn where guests will be seated.
- This tent must have sides attached (minimum 3 sides) in case of strong winds, rain or sun- the space is protected.
- Please ensure this is set up PRIOR to arrival
- This is crucial- as without a workable space, our team will not have anywhere to work and plating will not be available.

TABLES/PREP TABLES

- The client will need to ensure 3 prep tables (8ft) are placed under this tent/prep space for our team to use for plating
- Space must be big enough that 2 (8ft) tables will fit in a row connected.

ELECTRICITY:

- In order to offer coffee and tea, electricity must be provided in order to perk machines on site.
- Please ensure that these machines have access to its own outlet/plug and is on its OWN circuit (as these machines pull a lot of power, and will cause the breaker to blow if shared)
- We can perk one machine at a time (coffee first and then once complete unplug and perk tea) so access to at least ONE plug would be ideal.

TRUCK ACCESS:

- As a fully functioning mobile catering company, we rely on our catering truck throughout an event as all food is stored inside the truck in thermal warmers, and placed on your buffet throughout the service. Due to this, our team will need access to the truck throughout the event in order to refill your warmers throughout the meal.
- The catering truck must be able to be parked in close proximity to the area in which the meal will be served (for example the building or barn where the buffet will be placed) so our team can quickly access it throughout the event!

GUEST TABLES: For Country Style

- In order for a country style/family style meal to work, there MUST be spacing on each table for platters- therefor please ensure table arrangements allow for platters on the tables during dinner service.
- For a Country style/family style meal, tables must be arranged with a maximum of 8 guests per tables, as platters can fit up to 8 guests.
- Please use best judgement when arranging tables/number of guests per tables that ensuring platters (up to 5 platters during dinner service) can fit on each table. Spacing is ESSENTIAL for a comfortable meal for your guests (as platters are being passed by guests to one another at their table + set on their table once complete).
- Normally it is recommended to organize 6-8 guests per table! 8 BEING THE MAXIMUM.

SEATING CHART REQUIREMENTS/LAYOUT FOR CATERING TEAM

- For any sit down services- Belmont Catering requires a formalized/clear seating chart MINIMUM two weeks prior to the event that outlines the layout of the room, table numbers, and number of guests at each table and any dietary adjustments labeled in this chart. This ensure our team is aware of the layout + will use this "map" for plating each table.
- Please ensure this chart/map is simple/clear to read, an example has been outlined below.
- We will need a clear outline of:
 - Each Table Numbered- Outlining how many guest at that table
 - Outlining any dietary adjustments (vegan, vegetarian etc.) and how many at that table
 - Diagram Reflecting similar layout of the space (close to- does not need to be perfect)
 - Please outline where parents/important tables are (normally table 1-3) so we can ensure they are served following head table!

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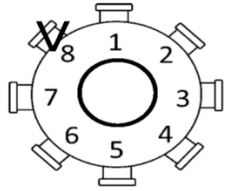
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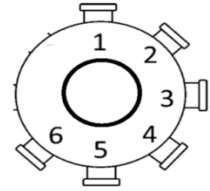
EXAMPLE SEATING CHARTS TO BE PROVIDED BY CLIENT

Table _____



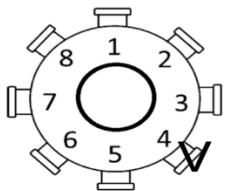
1	Name
2	Name
3	Name
4	Name
5	Name
6	Name
7	Name
8	Name VEGETARIAN

Table _____



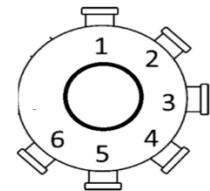
1	Name
2	Name
3	Name
4	Name
5	Name
6	Name
7	
8	

Table _____



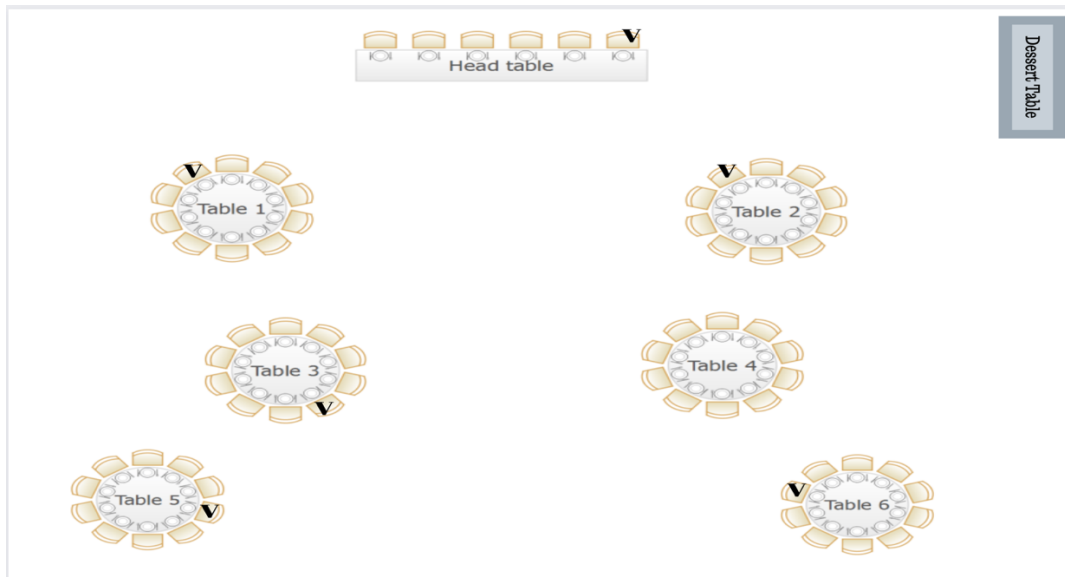
1	Name
2	Name
3	Name
4	Name VEGETARIAN
5	Name
6	Name
7	Name
8	Name

Table _____



1	Name
2	Name
3	Name
4	Name
5	Name
6	Name
7	
8	

or



Number of Guests at Head Table: 6
 Number of Guest Tables: 6
 Number of Vegetarians: 5