

Belmont Town Restaurant & Catering Inc.

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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

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) _____
- 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 first course 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) _____
- Any Additional Notes Regarding Timeline and Layout of Event:

-
- If Belmont is Providing Late Night Buffet, please confirm here start time for Late Night: _____
-

TABLES + NUMBERS:

This information is essential for a sit down meal- as this information is what we will use during plating of your meal!

- How many are seated at Head Table: _____
- How many Guest Tables Total do you have: _____
- Are there any vendors who will not be seated at a guest table, if so who + how many: *This is so we do not forget about them when plating meals!!*

SEATING CHART/TABLE LIST:

Please include an outline or chart that includes the following information: *This does not need to be overly complicated or detailed, this is just used as a "Map" for us to plate your guests meals!*

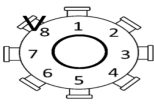
- Table Number
- Number of Guests at Each Table
- Any Dietary Related To Menu Outlined at this table. (Vegan, Vegetarian, GF)

See Below for Examples. We do not need to know each guests name (the simpler the chart the better for us—we just need to know How many are at each table, the table number, and any dietary that is required at that table!)

We do not mind if you simply just list each table, a chart is not essential. For example,

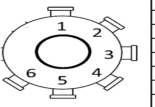
- Head Table: 6 Guests
- Table 1: 6 Regular Meals, 2 Vegetarian
- Table 2: 7 Regular Meals, 1 Vegetarian
- Table 3: 8 Regular Meals etc

Table _____



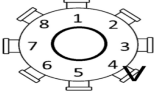
1	Name
2	Name
3	Name
4	Name
5	Name
6	Name
7	Name
8	Name VEGETARIAN

Table _____



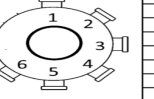
1	Name
2	Name
3	Name
4	Name
5	Name
6	Name
7	Name
8	

Table _____



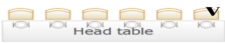
1	Name
2	Name
3	Name
4	Name VEGETARIAN
5	Name
6	Name
7	Name
8	Name

Table _____



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

OR



Head table




Table 1




Table 2




Table 3




Table 4




Table 5




Table 6

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

Dessert Table

MENU LOGISTICS CONFIRMATION:

Cocktail Hour Set Up: Please Ensure 1-2 tables (8ft) depending on menu are provided, set and ready for our team! Number of Tables to be determined based on menu,

COCKTAIL HOUR MENU: Please List Cocktail Hour Menu as discussed. If Belmont is NOT providing, please write N/A

DINNER MENU INCLUSIONS TO MENU:

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

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 WITHIN MENU SELECTIONS: Please Include Table Number

-
-
-
-
-
-
-

SIMPLIFIED INCLUSIONS TO MEAL: see contract for detailed inclusions if unsure.

- Staffing responsible for all meal related tasks
- China Plates + Cutlery
- 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. **Please remind bartenders to ensure they are putting water on tables PRIOR to dinner and refilling throughout the dinner.** Our team will be busy prepping and plating meals- and will not be able to assist them at that time!

REMINDER, REQUIRED FOR CATERING SET UP:

COUNTRY STYLE

In order to offer a country style event which requires our team plating at your property/venue- we require a “plating/prep station” to work out of since your venue does not have a workable space or kitchen to plate under. 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 meal cannot be performed.

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TENT COVERING/PREP AREA

- Client must provide a 10x10 (minimum in size- but can be larger) tent for our team to work under for the duration of the event.
- This is essential as our team cannot plate in the barn where guests will be seated.
- This tent must have sides attached (minimum 2 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.
- **Please ensure there is some sort of lighting in this area** (String Light, Single Light etc.) As the sun will set—and although your guest space is lit up, our space to work out of will be dark!

If you are in a shed/barn/building and there is a separate area for our team to work—in close proximity to where guests will be seated, we do not mind working there! OR you can drape a corner of your building for us to work behind! This is common for barn/shed properties and can send over examples/do a site visit to chat about this option as well!

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

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 meal will be placed) so our team can quickly access it throughout the event!

GUEST TABLES:

- 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 one week 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 above.
- If you need assistance, just let us know ☺

We are here to help you and ensure you day + meal runs smoothly!! If anything is unsure, or you need assistance, please just reach out ☺