

Belmont Town Restaurant & Catering Inc.

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FINAL CONFIRMATION DETAILS/ CHECK LIST: completed prior to event

*Final Confirmation Due Minimum 1 week 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.

Final Invoice will be sent once document has been complete. Final Payment Due 72 hours 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. 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/served. See contract for more details.

#1: 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 dinner beginning, 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 buffet 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:

- Total Number Of Guest Tables: _____
- Total Number at Head Table: _____

MENU DETAILS AND CONFIRMATION OF SERVICES:

COCKTAIL HOUR MENU? Please outline cocktail hour menu from Belmont below: If no cocktail hr 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 from Belmont 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: (for example, vegetarian x 1, vegan x 3)

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RENTALS:

On a Standard Basis, Typically Belmont Catering Provides China Plates, and Cutlery within packages. If Client has arranged rental of these items, please outline CAREFULLY Below which exact items have been rented. Please note- it is important to outline which plates and cutlery (and quantities) are rented, as Belmont will not provide them.

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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** (access on both ends and sides of buffet) + table cloth covering
- **1 or 2 Separate Tables for Dessert** (can be placed up against a wall- 1 sided is fine!) + table cloth covering
- **COCKTAIL HOUR:** please ensure **2 tables** are set aside for cocktail hour in the correct space + table cloth covering

INCLUSIONS TO MEAL:

- Staffing responsible for all meal related tasks
- China Plates + Cutlery (unless rented and confirmed by client rental)
- 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.