

Christiani's VIP Catering Service, Ltd  
1150 SE Diehl Avenue, Des Moines, IA 50315  
Telephone: (515)287-3169

## CATERING RESERVATION REQUEST- BOOKING SHEET

Complete this form and return with \$1000.00 deposit (Deposits are non-refundable)  
Deposit may be via Visa, Mastercard, Discover or Personal Check. A 3% surcharge will be  
added to all credit card transactions.

Name \_\_\_\_\_ E-Mail \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Telephone Home \_\_\_\_\_ Work \_\_\_\_\_ Cell Phone \_\_\_\_\_

**Event Location** \_\_\_\_\_

Requested Date \_\_\_\_\_ Type of Event \_\_\_\_\_

Times:

Hall Rental from \_\_\_\_\_ To \_\_\_\_\_

Guest Arrive \_\_\_\_\_ Serving Time \_\_\_\_\_

Approximate Number of Guests \_\_\_\_\_

Menu Selection and Price: \_\_\_\_\_

**20% SERVICE CHARGE AND 7% STATE TAX ADDED TO ALL MENU PRICES**

**ALL PRICES SUBJECT TO CHANGE AND BASED ON 100 PERSON MINIMUM**

**This Contract is for the above Date, Time and Location. Any changes  
must be approved by the Office and new contract will be required.**

Briefly describe affair and any special requests or needs you may have:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **Date** \_\_\_\_\_

**PLEASE NO TIPPING**

Remember to call our office at least ten days prior to your event with the final number of guests to attend. This is called a "Guarantee" or minimum number of guests you agree to pay for.

**FINAL PAYMENT MUST BE MADE IN FULL 5 DAYS PRIOR TO YOUR EVENT. FINAL PAYMENT MUST BE IN THE FORM OF CERTIFIED OR CASHIER'S CHECK, VISA, MASTERCARD OR DISCOVER. NO PERSONAL CHECKS.**

When you call in your Guarantee you will be given the total amount due. You can increase your number after this time but you cannot decrease the number.

All prices are per person starting with 100 people. Pricing for under 100 guests:

80 to 99 - Add \$4.00 per person to menu price

70 to 79 - Add \$5.50 per person to menu price

60 to 69 - Add \$7.50 per person to menu price

50 to 59 - Add \$10.25 per person to menu price

**DEPOSITS ARE NON-REFUNDABLE.** Deposit amount will be Deducted from your total amount due.

DO NOT WRITE BELOW THIS LINE  
FOR OFFICE USE ONLY

Reserved by \_\_\_\_\_

Deposit \_\_\_\_\_ Rec'd \_\_\_\_\_