



Lunch Buffet Catering Contract

**111 N. Front St.
Kingston, NY
12401
845-338-7505
Deisings.com**

Enjoy over 55 years of culinary experience from Deising's Catering. Whether it's a cocktail party, business meeting, baby or bridal shower, funerals or casual get together, we will handle all your culinary needs in either of our two catering rooms to make your event truly distinctive and memorable.

We have room in our "Gaslight" room for up to 36 people.
We have room in our "Champagne" room for up to 70 people.

Deposit Requirements: (Your deposit is part of your final bill)

1. There is a \$100 non-refundable fee for either of our two catering rooms. (\$200 if you rent both rooms)

Cancellation: In the event of a cancellation, your room deposit is not refundable. The exception to that rule is as follows:

1. Weather – In the event of a snowstorm, tornado, hurricane or state of emergency issued by the City of Kingston.
2. Is cancelled at a minimum of 6 weeks prior to the event.
3. If you cancel the original date and move it to another date with us, there will be a \$50 charge added for the loss of the room that could have been used for other parties.

All cancellations must be made to a manager. No exceptions.

Payment:

1. Your \$100 room deposit must be made to reserve the room. It is non-refundable with the exceptions of "cancellation policy.
2. The customer is required to call 3 days prior to the event to finalize the guest count. This will be the confirmed number that you will be charged regardless if less than the confirmed show up. If there are additional guests that show up, Deising's will do our best to accommodate the extra seating. Those extra guests will be charged in addition to your confirmed count: If you call anytime within the last 3 days to lessen the amount of confirmed people, a \$1 per person added charge will be added to your confirmed guest count. If no final guest count is received, we will use the number of guest used in the detached proposal.

Decorations: Deising's supplies only basic centerpieces. Anything custom other than what we have is the responsibility of the customer. Deising's request no confetti is used when decorating. The use of confetti will result in a \$50 cleaning charge.

Staff: Our staff will be dressed in black unless you request something different. Our proposal includes staffing up to 4 hours beginning at the start time of the event through final clean-up of the event.

Menu: Menu changes may be made one week prior to the event. We absolutely must have this to ensure food availability.

Leftover Food: Deising's catering will always make available more food than is required for the number of guests to serve to ensure everyone's appetite is satisfied. Any remaining food is the property of Deising's and **will not be available to take home.** (Exception: You have purchased something outright from our add-on menu.)

Entertainment: Deising's supplies a radio/satellite xm as music. We also have a microphone and podium for business meetings.

Deising's Bakery, Restaurant & Catering Lunch Buffet Catering Contract

Minimum of 20 people

Party size 20 to 29 - Price per person is \$23.95 Adults, \$17.50 Children 4 – 12, Children under 3 Free
Party size 30 or more - Price per person is \$21.95 Adults, \$15.25 Children 4 – 12, Children under 3 Free
Prices are subject to a 20% service charge and an 8% sales tax charge.

Buffet Includes:

- Soup (choice of broth or cream soup)
- Assorted Meat Platter (Boars head roast beef, salami, turkey, ham)
- Assorted Cheese Platter (American, cheddar, provolone, Swiss)
- Choice of 3 homemade salads (chicken, tuna, macaroni, carrot, coleslaw, potato)
- Fresh baked rolls & breads from our bakery
- Sandwich condiments (lettuce, tomatoes, onions, mayo, mustard, butter)
- Unlimited Coffee, Tea, Milk, Soda, Ice Tea
- Dessert- Choice of either a personalized cake OR assorted European pastries

Special Requests / Comments: *Deising's requests that no confetti is used when decorating. The use of confetti will result in a \$50 cleaning charge.*

Deising's reserves the right to change rooms if promised number of guests at time of booking does not meet the number of guests at confirmation. Example: 50 people expected, but only 35 people confirmed. This adjustment may cause us to move your party to the Gaslight Room (smaller room), if another party is booked on the same day but has more people.

A \$100 non-refundable deposit is expected to be paid at the time of the booking to reserve the date of your party. This \$100 will be deducted from your total bill when the party is done.* The confirmed number of guests given to us is the minimum you will be charged. If more people show up, we will add those guests to your bill. You may not bring in outside food into the catered party due to liability issues.

****Leftover foods are not to be taken home unless it was purchased from the "add-on options" page.**

Upon review and acceptance of the proposal and our catering policies, please sign below and return.

I have read this contract and understand and agree to the rates and terms and conditions of this contract. Please sign and return one copy to Deising's Bakery, Restaurant & Catering. Remember to keep a copy for your records.

Signed: _____

Date: _____

Deising's Employee Signature: _____

Date: _____

Deposit Date: _____ Deposit amount: _____

Approx. # ppl: _____

111 N. Front Street, Kingston, New York 12401
Ph.: 845-338-7503 Fax: 845-338-1327

Confirmed		
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Date		
Time		

Lunch Buffet Catering Contract

Deising’s Bakery, Restaurant & Catering

Party reservation name: _____ FINAL # people: _____
 Contact name: _____ Function date: _____
 Contact phone #: _____ Email address: _____
 Mailing address: _____

Surprise: Yes or No

Function type: Baby shower Bridal Shower Birthday Retirement Funeral
 Business meeting other: _____

Round tables or Square tables
 Head Table? Yes No
 If square- U shaped set up? Square closed shape? Separate square sections?

White Chair Covers?: Yes - No (\$2.00 each chair)
 Lighted Head table Yes No \$50.00
 Lighted back drop gift table Yes No \$50.00

Table square cover overlay- (No extra charge) (Circle)- Orange Fuchia Gold silver Yellow pine-green Red burgundy

Linen color: peach, pink, purple, pine green, sea foam green, burgundy, red, black, baby blue or royal blue

Soup Choice: Cream or Broth _____

Salad Choices (3): Chicken salad - Tuna salad - Macaroni salad - Carrot salad - Coleslaw -
 Potato salad

Dessert- Cake **or** European pastries: _____

Comments: _____

Cake extra charge: _____

Extra rental fees: _____

Party Favor charge: _____
Total from add on's: _____
guest _____ x \$ _____ _____
Misc. charges: _____
Misc. Charges: _____
20% gratuity: _____
8% sales tax: _____
Subtotal: _____
Deposit: -- _____

TOTAL DUE: _____