

Special Events by Duffys



Fine catering since 1931

Catering Contract

CUSTOMER
Ms. Raechel O'Neal Coats Friends Child Care Center Phone: 215.241.7011 Email: fcccdirector@friendschildcare.org

EVENT INFORMATION
Event Date: Friday, May 18, 2018
Event Type: CORPORATE PARTY
Description: FRIENDS CHILD CARE CENTER ANNUAL AUCTION
Guest Count: 100
Event Status: Proposal
Contact Person: Raechel O'Neal Coats
Contact Phone: 215.241.7011
Sales Person: Jennifer Trowbridge
Contract Number: 00023290

LOCATION AND TIMES			
Event Location	Setup Style	Start Time	End Time
PAFA - Historic Landmark	STATION PARTY	5:30 pm	8:30 pm

SCHEDULE	
Chef&driver in @ Duffys	11:30 am
Food leaves the kitchen	12:30 pm
Truck & staff on site	1:30 pm
Guests begin to arrive	5:30 pm
Bar; Hors d'Oeuvre start	5:30 pm
Main or Buffet course	5:30 pm
Bar Closes	8:15 pm
Event ends	8:30 pm

SUMMARY OF CHARGES FOR YOUR EVENT
FOOD, BEVERAGE, LIQUOR, BEER, WINE RATES
 Prices are subject to tax and service charge and/or Philadelphia liquor tax
THIS IS NOT YOUR FINAL BILL

Description	Qty	Price	Total
SUGGESTED MENU FOR FRIENDS CHILD CARE CENTER ANNUAL AUCTION DATE: TO BE DETERMINED 5:30 PM - 8:30 PM HISTORIC LANDMARK BUILDING THIS IS NOT YOUR FINAL BILL FINAL GUEST COUNT DUE 10 DAYS PRIOR TO EVENT DATE- 5/08/2018 FIRST DEPOSIT OF \$2,000 DUE 1/17/2018 SECOND DEPOSIT OF \$2,000 DUE 3/19/2018 FINAL BALANCE DUE 5/13/2018 PRICING: MENU			
	100	38.00	3,800.00
TUSCAN TABLE CARVING STATION 3 HOUR OPEN BAR CLIENT TO PROVIDE ALCOHOL PLEASE SEE GUIDELINES FOR ALCOHOL DONATIONS IN SPECIAL INSTRUCTIONS SECTION OF CONTRACT HANDLING OF REFRESHMENTS			
	100	2.00	200.00
DUFFYS TO PROVIDE NON-ALCOHOLIC BEVERAGES, JUICES, MIXERS, ICE, BAR TOOLS/ EQUIPMENT, AND BAR SET-UP STAFFING IS INCLUDED IF GUEST COUNT IS 100 GUESTS OR MORE STAFFING IS ADDITIONAL IF GUEST COUNT IS BELOW 100 GUESTS			

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Description	Qty	Price	Total
5:30 PM:			
GUESTS ARRIVE, STATIONS OPEN, BAR OPENS			
TUSCAN TABLE:			
GORGONZOLA, TALEGGIO, PIAVE CHEESES			
SMOKED MARINATED MUSHROOMS			
THINLY SLICED SALAMI & PROSCIUTTO			
ROASTED PEPPERS			
ARTICHOKES MARINATED			
CASHEWS, ALMONDS, WALNUTS, DRIED APRICOT			
FIG, GOAT CHEESE & PROSCIUTTO			
FLATBREAD			
BAGUETTES			
MAIN ITEMS			
MARINATED LONDON BROIL			
MUSTARD SAUCE WITH GREEN PEPPERCORNS			
SLICED TURKEY			
ORANGE CRANBERRY SAUCE			
PASTA BOW TIES WITH SPRING VEGETABLES			
OLIVE OIL, CHOPPED BASIL AND TOMATOES			
SHAVED PARMESAN, CRACKED BLACK PEPPER			
CAESAR SALAD			
DINNER ROLLS			

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Description	Qty	Price	Total
DESSERT			
SEA SALT BROWNIES			
LEMON BARS			
FRESH FRUIT IN PINEAPPLE SHELL			
House Blend Coffee			
Decaffeinated Coffee			
Hot Tea			
8:15 PM			
BAR CLOSES PER HOUSE POLICY			
8:30 PM			
EVENT ENDS			

EQUIPMENT RENTALS
 Prices are subject to tax and service charge

Please note that client is responsible for the replacement fees that may apply for any damage or loss occurring to the linen or equipment that is provided for your event by SPECIAL EVENTS BY DUFFYS or by the vendors supplying Other Materials or Other Services listed here
 Damage includes burn holes, rips, cuts, abusive stains, excessive wax, mildew and lost or stolen items

Description	Qty	Price	Total
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OTHER MATERIALS
 Prices are subject to tax and service charge

Description, Notes, Vendor	Qty	Price	Total
CHINA, SILVER, GLASS	1	0.00	0.00
JIMMY DUFFY'S			
TABLE LINEN AND LINEN NAPKINS CHOICE OF WHITE, IVORY, OR BLACK JIMMY DUFFY'S	1	0.00	0.00

OTHER MATERIALS

Prices are subject to tax and service charge

Description, Notes, Vendor	Qty	Price	Total
TABLES AND CHAIRS BASED ON AVAILABILTY	1	0.00	0.00
Vendor Unassigned			

OTHER SERVICES

Prices are subject to tax and service charge

LABOR CHARGES

SERVICE & CULINARY STAFF, EXTENDED RATE, CEREMONY SET UP/BREAK DOWN

Prices are subject to tax

SPECIAL INSTRUCTIONS

ESTIMATED CONTRACT TOTALS

For Tax Exempt Events: A copy of your Tax Exempt Certificate is required to omit Sales Tax

Subtotal:	\$4,000.00
Service Charge:	\$800.00
Total:	\$4,800.00
Less Deposits Received:	\$0.00
Estimate Balance Due:	\$4,800.00

Please review the enclosed information carefully. Notify your event planner immediately if you find anything not as agreed upon or wish to make any changes.

Changes can be accepted up until your Final Guest Count Deadline.

Decreases to your guest count are not accepted after the Final Guest Count Deadline.

Your Final Bill is based on your Final Guest Count and the actual food and service that is provided by the end of your event.

If the particulars of your event are in order, please Sign, Date and Send or Fax the Deposit and Payment Schedule page back to **SPECIAL EVENTS BY DUFFYS**, with required deposit to confirm your reservation.

Thank you for the opportunity to serve you!

Jimmy Duffy Deposit and Payment Policies:

All events are required to have a 90% deposit of your estimated total received six (6) weeks before your scheduled event date.

Full payment is due five (5) days before your event date, based on your final guest count, or as noted on your Deposit & Payment Schedule below.

Jimmy Duffy's will advise you the amount due when final count is received.

Any item or service that is not paid for in advance will be invoiced immediately following your event, and payment is due within thirty (30) days.

Form of Payments: Cash or Check – Put your event date or contract number on the memo line of check

Payment Address: Special Events by Duffys Inc.
P.O. Box 412
Downingtown, PA 19335
Attn: Tim Pidgeon

Please write your event date and/or contract number on the memo section of your check.

All Deposits and Payments are non refundable and non transferable.

All Deposits received are applied to your final balance.

Payments not made in due course will be sent through our Attorney's office for collection. We will pursue all legal remedies available to us, and the delinquent client will be liable for all legal fees.

DEPOSIT & PAYMENT SCHEDULE		
FIRST DEPOSIT	\$2,000.00	January 17, 2018
SECOND DEPOSIT	\$2,000.00	March 19, 2018
FINAL GUEST COUNT DUE DATE	Tuesday	May 8, 2018
FINAL PAYMENT DUE DATE	Sunday	May 13, 2018
YOUR EVENT DATE & CONTRACT NUMBER	May 18, 2018	00023290
Client Signature & Date Raechel O'Neal Coats	SPECIAL EVENTS BY DUFFYS Signature & Date Jennifer Trowbridge	