

Enriquez

Event Date: _____ Estimated Guest Count: _____
(Required)

Event Name: _____

CONTACT INFORMATION FOR EVENT

Company Name: _____

Event Contact Person: _____

Event Contact Telephone #: _____ Email: _____

Mailing Address: _____ City/State _____ Zip _____

Wedding/Reception? Y/N If yes, what time is the ceremony? _____ am/pm

Brides Name: _____ Telephone #: _____ Email: _____

Grooms Name: _____ Telephone #: _____ Email: _____

EVENT INFORMATION

Event Address/Location: _____

The event Indoor? Y/N The event Outdoor? Y/N Vehicle/trailer Parking Available? Y/N

Expected Arrival Time: _____ am/pm Expected End Time: _____ am/pm
Caterer will fill out Caterer will fill out

Buffet Start Time: _____ am/pm Buffet End Time: _____ am/pm

Catering Option (circle one): Taquiza Bar Option #1 Option #2 Option #3
See Catering Menu for Catering Descriptions
Appetizer Bar Desserts Beverages

Menu Items:

Comments regarding Event: _____

ENRIQUE'S MEXICAN RESTAURANT CATERING DETAILS AND FEES

Events are staffed with employees according to the demands and size of the event. Our catering services are for two hours (once buffet starts to end). If you would like the buffet longer than two hours Enrique's will charge \$25 per staff member every additional hour after two hours. These employees will set up and tear down the buffet line only after event. Staff will not serve the buffet, unless requested below.

All caterings have a 6% Idaho sales tax included. For full service and drop off caterings there is a minimum of 20% gratuity and a 10% deliver fee added.

All catering services from 30 and more guests include disposable plates, napkins and silverware.

*Full service catering for guest's 85 or more includes real chafing dishes, serving ware, and disposable table clothes.

*Caterings for guest's 50 - 80 will result in a drop off catering. The drop off catering includes disposable chafing kit and serving ware. Guest will need to provide tables for the buffet.

*Caterings for guest count is 49 - 30 will result in a pick-up order only and we will provide disposable chafing kit, and serving ware that the guest will set up. Guest will need to provide tables for the buffet.

*Catering for guests 29 – 20 will result in a price difference and does not include plates, napkins, silverware or the chafer kit. Guest will need to provide tables for the buffet. Please ask for details.

*No catering services for guests 19 or lower.

Tables can be provided upon request. Any items brought by Enrique's Mexican Restaurant is required to come back once the catering services have ended, unless pre-approved by the Marketing and Events Coordinator at Contract Signature commencement.

() Check if tables are requested for buffet line only (excludes pick up and drop off orders).

FOOD SERVING SERVICE

Server staff can be provided for an additional cost upon request. The amount of staff is based on the guest count and event. Enrique's will determine the amount of server staff needed. Each server is a flat fee of \$100.00 and a 25% gratuity added to the total bill.

-Server staff will help serve the menu items as the guests pass through the buffet.

-Help to maintain portion control.

-Server staff will set up, refill and tear down buffet line. Staff is responsible for returning the area to its original cleanliness.

-Clear tables of plates.

-Take out trashes to the proper area before leaving.

() Check if servers are requested for buffet only (excludes pick up and drop off orders).

VERIFICATION OF NUMBER OF ATTENDEES

Menu selection and minimum meal guarantees are due one week (7 days) in advance of any meal function. Should Enrique’s Mexican Restaurant not receive the requested final expected guaranteed attendance at least one week (7 days) prior to the event, Enrique’s Mexican Restaurant will prepare for the original estimated attendance amount and charge for the original estimated attendance amount or the number actually in attendance, whichever is greater. The final guaranteed attendance is NOT subject to reduction.

PAYMENT POLICY

A deposit of \$300 is due to save the date. The deposit does goes towards your total balance. If the deposit is not received we cannot guarantee the date will still be open. The total balance is due one week (7 days) before the start of the event. Post payment must be pre-approved by the Marketing and Events Coordinator at Contract Signature commencement. Payment can be via Check, Credit Card, or Cash.

Once you sign and return this contract, along with the required deposit of \$300.00, your reservation will be confirmed and considered a definite booking. All deposits are non-refundable.

Should Enrique’s Mexican Restaurant employ an attorney to collect amounts due hereunder, the client agrees to pay all costs incurred by Enrique’s Mexican Restaurant including but not limited to reasonable attorney’s fees, court costs and expenses.

INITIAL: _____

CANCELLATION POLICY

The \$300 deposit is not refundable when the event is cancelled. Any other payment accepted after the \$300 deposit will be refunded. Enrique’s Mexican Restaurant will mail all refunds via check within thirty (30) days of cancellation.

INITIAL: _____

I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS PRINTED ON THIS CONTRACT.

Signature: _____

Date: _____

PAYMENT TO BE PAID BY:

- CHECK (made payable to: Enrique's Mexican Restaurant)
- CASH
- CREDIT CARD

I, THE UNDERSIGNED, HERBY AUTHORIZE ENRIQUE'S MEXICAN RESTAURANT TO CHARGE MY CARD FOR THE FOLLOWING CHARGES:

- MENU PRICE
- IDAHO STATE TAXES
- 20% GRATUITY
- 10% DELIVERY FEE
- OTHER GRATUITY AMOUNT \$ _____ . _____

PLEASE INDICATE THE AMOUNT YOU ARE AUTHORIZING ENRIQUE'S MEXICAN RESTAURANT TO CHARGE TO SAVE THE DATE:

- \$300 (minimum required to save the date)
- HALF THE TOTAL BILL
- PAY IN FULL
- OTHER AMOUNT \$ _____ . _____

Name as it appears on card: _____

Billing Address: _____
Street City State Zip

To be billed directly to the credit card listed below:

Credit Card Number: _____ Exp. Date: _____

3-digit security code: _____

I FURTHER GUARANTEE THE PAYMENT OF SUCH CHARGES AT THE REQUEST OF MY CREDIT CARD ESTABLISHMENT AS THE RESULT OF THIS AUTHORIZATION.

Signature: _____

Date: _____

PRINT NAME: _____

PHONE NUMBER: _____