



NORTHPORT CATERERS

Phone: 631-261-1402 • Fax: 631-262-3354
437 Ft. Salonga Rd • Northport, NY 11768

Date: _____ Amount: _____ Payment Method : _____

Name _____ Date of Contract _____
Address _____
Phone (Res.) _____ Phone (Office) _____
Date & Day of Function _____ Type of Function _____
Time _____ Approx. No. _____ Final Guarantee _____
Room _____ Deposit Required _____

Cocktail Hour _____ Service Yes _____ No _____
Waitresses _____
Bartender _____
Bus Boy / DW _____
Bar Beverages _____

Dinner or Buffet _____ Rentals _____
Decorations _____
Linen _____
Plastic ware or China _____
Coffee Services _____
Place Cards _____ Floor Plan _____ Gift Table _____

Chairs _____
Tent _____
Entertainment _____
Dessert & Viennese Table _____ Cost _____
Sub Total _____
Service Charge _____
Sales Tax _____
Total _____
Deposit _____
Bal Due _____

Basic Terms and Conditions

All deposits are required and a 25% deposit is required at the time of booking. The balance of the affair is due 14 days prior to affair or upon delivery when orders are under five hundred dollars. Some rentals will require a separate security deposit until the return of all merchandise. All rentals should be returned in the same condition as when it was delivered. This will avoid any cleaning or damage fees. All deposits are refundable up to 30 days before the affair, thereafter, such deposits will be considered as payment for reservation of the affair. A cancellation of a contracted affair, 5 days or less, will result in the contractee being held accountable for all balances on goods and services

Accepted By _____
Customer Signature _____ Manager, Northport Caterers _____