

Approved 02/06/17 MN & AN

DEPOSIT 2/7/17
\$2140.



Event Date: Saturday June 10, 2017
Contact: Carley Bortolin
Email: carley@bookmanager.com
Telephone: 250.763.4415
Location: Mosaic Books

Group Booking Enquiry: 200 guests

Food Restrictions & Allergies: Not known at this time

Menu Proposal

Passed Canapés

Aged White Cheddar Grilled Cheese, Rosemary Polenta Bread, Seasonal Fruit Chutney

Smoked Yarrow Meadows Duck, Pickled Cherry, Local Basil, Black Pepper Cracker

Crispy Prawn Pakoras, Arlo's Honey Chili and Lime Sauce, Fresh Cilantro

Indonesian BBQ Shortrib, Rice Crisp, Lime Pickled Summer Vegetables

Smoked Osoyoos Arctic Char, Crisp Potato Chip, Arugula Aioli,
Citrus Compressed Cucumber

Canapés @ \$10/person (5 bites per person)

Slider Station

Beef Tenderloin Slider, Soft Pretzel Bun, Extra Aged Gouda,
Caramelized Onion and Bacon Jam, Peppery Greens

Sterling Springs Chicken Sausage, Soft Milk Bun, Smoked Chili Mayo,
Nam Jim Marinated Shaved Vegetables

Slider Station @ \$6/person

Beverages

Client is providing all beverages.



Staffing

The estimate for service staff and chefs is based on **200** guests. To service your guests properly you would require 3 servers & 4 chefs. The estimate hours are based on set up, prep time on site, service of event and cleanup. All servers are dressed in black pants, black shirts and black bistro aprons. Staffing numbers will vary depending on final guest numbers. Estimate hours would vary depending on how long you wished for service staff to remain on site. Hours are based on setting the room, service of reception/dinner and clean up.

Type of Staff	Per Hour / Staff Member All Staff booked for minimum of 4 hours	Per Hour / Staff Member More than 8 hours	Statutory Holidays
Event Supervisor	\$35	Time and a half	Time and a half
Servers	\$25	Time and a half	Time and a half
Bartenders	\$25	Time and a half	Time and a half
Chef on site	\$25	Time and a half	Time and a half
Executive Chef	\$75	Time and a half	Time and a half

Rentals

Details Catering would be happy to provide rentals for your event if required to ensure proper numbers of china, flatware & glassware are ordered. Any breakage occurring during the event or Details inventory missing post-event will be subject to a replacement cost. In the event a third party rental company needs to be involved we can also coordinate that for you, however the terms and conditions of their rental contract would apply. Note: Rentals are not part of this estimate.

Estimate

Food

Canapés @ \$10/person x 200 guests \$2000.00
 Station @ \$6/person x 200 guests \$1200.00

Staffing

3 servers @ \$25/hour x 4 hours \$300.00
 4 chefs @ no charge \$0.00

Subtotal \$3500.00
 5 % GST \$175.00
 18% Gratuity \$576.00
 5 % GST on Grat \$28.80
 Total \$4279.80

#104 – 1180 Sunset Drive, Kelowna, BC V1Y 9W6

Ph: 250-878-9890 Fx: 250-979-1224

catering@detailscatering.ca

A member of The Metro Group www.themetrogroup.ca



Terms and Conditions

Deposit & Booking Confirmation

First Deposit

A 50% deposit of the estimated cost is required at the time of booking to confirm your event with Details Catering.

Second Deposit

Additional 25% of the estimate cost is required two weeks prior to the event.

Final Payment

Final payment will be processed three days after you receive the final invoice.

- *A Credit Card is required for all deposits and final payment unless prior arrangements have been made. We accept Visa, MasterCard or Amex.*

Deposits are refundable provided a written notice of cancellation is received by Details Catering 14 days prior to the event. Cancellation received within 14 to 3 days prior to the event will be subject to a 25% administrative charge. Full payment will be processed within 72 hours of the event.

Menu Selection & Guarantees

Final menu selection and guaranteed guest numbers are required 14 days prior to the event. Within 14 days, only 10% increase or decrease of the guaranteed numbers. Any changes must be submitted no later than 3 days prior to the event. This number will be used for billing purposes unless increased.

Services Charges & Taxes

Applicable taxes – 5% GST will be applied to all food, non alcoholic beverage sales and gratuity. 5% GST & 7% PST will be applied to all catering rentals. 10% liquor tax will applied to all liquor. An automatic 18% gratuity will be applied to the total bill.

Polices for Returns on Liquor

For event orders, we will work with clients to help establish estimates for the quantity of alcohol needed for the event. If the client feels our estimates are too low and wishes to add additional stock for event, any unused product will then be the responsibility of the client and will be billed. **To return Beer and Spirits, only unopened packages (i.e. full 6-packs or full 12-packs of beer, or unopened bottles of spirits etc...) can be returned for a refund. A 10% restocking fee will apply on all returns.

To ensure all details are agreed upon, please review, sign and email.

Signature

Date

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waterfront
wines 
urban eats + drinks

Date February 7, 2017
Invoice Deposit
Client Bookmanager
Event Date June 10, 2017

Event Deposit (50% of estimated cost) \$2,140.00

Sub Total \$2,140.00
Total \$2,140.00

Please make all cheques payable to Waterfront Wines
104-1180 Sunset Drive Kelowna BC, V1Y 9W6

WATERFRONT WINES LTD.
1180 SUNSET DRIVE UNIT
KELOWNA BC

details 
catering

CARD *****1644
CARD TYPE VISA
DATE 2017/02/07
TIME 6226 11:23:53
RECEIPT NUMBER
M82017202-001-253-001-0

PURCHASE
TOTAL

\$2,140.00

APPROVED

AUTH# 006054 01-027
THANK YOU

CARDHOLDER WILL PAY
CARD ISSUER ABOVE AMOUNT
PURSUANT TO CARDHOLDER
AGREEMENT.

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS