

# Catering Statement of Work

**Caterer/Company Name** \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

**UF College/Department/Organization** \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

**Event Venue:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**Setup Start Date/Time:** \_\_\_\_\_ **Cleanup End Date/Time:** \_\_\_\_\_

**Number of Guests:** \_\_\_\_\_ **Date of Final Guarantee of Guests Count:** \_\_\_\_\_

Is this a Certified Green Event? Yes  No  Is this event Styrofoam Free? Yes  No

	<b>Total Cost</b>
<b>FOOD/Beverage – Attach description</b>	\$ 00.00
<b>Comply with Pepsi Agreement</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Alcohol Service</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Comply with UF alcohol regulations</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	\$ 00.00
Bartender service Yes <input type="checkbox"/> No <input type="checkbox"/> Beer\Wine Yes <input type="checkbox"/> No <input type="checkbox"/> Full Bar Yes <input type="checkbox"/> No <input type="checkbox"/>	\$ 00.00
<b>ADD-ON ITEMS: Yes <input type="checkbox"/> No <input type="checkbox"/> – Attach Description</b>	\$ 00.00
Linen, Dinnerware/china, Flatware, Glassware	
<b>STAFFING Yes <input type="checkbox"/> No <input type="checkbox"/> -- Attach Description</b>	\$ 00.00
Servers/Wait Staff/Attendants, Bartenders, Chef, Supervisor/Captain	
Background Checks, Name Badges, Smoking / Drinking policy	
<b>RENTALS Yes <input type="checkbox"/> No <input type="checkbox"/> - Attach Description</b>	\$ 00.00
Buffet Tables, Tables for Bar, Dessert Tables, Other Tents, Trash cans	
Tables and Chairs for Seating, A/V Sound equipment	
<b>DECORATIONS Yes <input type="checkbox"/> No <input type="checkbox"/> – Attach Description</b>	\$ 00.00
Table centerpieces, arrangements for serving tables	
<b>FEES Yes <input type="checkbox"/> No <input type="checkbox"/> – Attach Description</b>	\$ 00.00
Event Delivery, Set Up, Cancellation/Change Fee, Guest Count Overages/Reductions, Rush Charge	
<b>TOTAL ESTIMATED AMOUNT</b>	
Subtotal	\$ 00.00
Sales tax (UF Tax Exempt ID 59-6002052)	<u>\$ 00.00</u>
Total	<u>\$ 00.00</u>

**POLICIES: - Attach Description**

Leftover Policy, Deposit and Cancellation, Inclement Weather

The above estimate is not a guaranteed amount. The final invoice amount will reflect charges according to the final guaranteed guest count and any additional charges incurred due to changes approved by UF event coordinator and Caterer.

*Caterer Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

*Customer Signature* \_\_\_\_\_ *Date* \_\_\_\_\_