



Catering Contract

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Email: contact@highcedars.com

Contract Name: _____ Estimated # of Guests: _____
Company / Event: _____ Function Day: _____
Address: _____ Function Date: _____
_____ Function Time: _____
Phone: _____ Room: _____
Cell: _____ Type of Event: _____

Room Rental Fee \$ _____

Note: All events must conclude with-in 5 hours or midnight whichever happens first.

Menu (per Guest) \$ _____

Time Line:

See an example timeline on next page.

Sample Catering Contract Timeline

Time Line:

6:30am	Access for decorating
11:00am	Bride to hide out / dress in Learning Center
4:30pm	Wedding Ceremony Outside
5:00pm	Bar opens, tray passed appetizers, bride & groom do pictures
6:00pm	Buffet opens with bride and groom
7:30pm	Toast with champagne and cake cutting
7:45 – 11:30pm	Dancing
11:15pm	Bride & groom depart, prepare to-go box
11:30pm	Last call, bar closes
12:00am	Event ends

5:00pm – 11:30pm / Bar Services

(2) Kegs - Coors Light
(12) Bottles
(6) Bottles
Assorted Sodas
Cash bar for hard liquor and cordials

5:00pm – 12:00am / Beverage Station

Coffee, decaffeinated coffee and hot tea
Fruit punch and pitchers of iced tea

6:30pm / Dinner Buffet

Chef carved roast prime rib of beef with horseradish and au jus
Boneless breast of chicken
Garlic mashed potatoes
Classic Caesar salad with imported parmesan cheese and herbed croutons
Bow Tie pasta with smoked chicken, mushrooms and sweet red peppers in garlic cream sauce
Fresh vegetables and fruit display
Assorted breads, rolls, crackers and soft bread sticks with butter

7:30pm / Toast and Cake Cutting

Chef carved roast prime rib of beef with horseradish and au jus

Wedding Setup Instruction

(1) Table with white tablecloth outside of north door for guest book
(1) Table with white tablecloth inside of north door for gifts
250 Chairs to be set up facing arbor left of cedars trees
(4) Chairs for quartet
Power cord

Reception Setup Instructions

25 round tables with 10 chairs at each
White napkins with white tablecloths
Dance floor in front between west/east doors in center of room
Double sided buffet under tent outside, maybe bar also
6' tables with white tablecloth inside the north door to the left for gifts

Reception Bar Contract

Customer Name: _____ Number of Guest: _____

Event: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Event Date: _____ Time: _____ Deposit: _____

Bar Service: _____ Hosted: _____ Non-Hosted: _____ Combination: _____

Bar Items and Notes:

Signature (Customer): _____ Date: _____

Signature (High Cedars): _____ Date: _____

Reception Food Contract

Customer Name: _____ Number of Guest: _____

Event: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Event Date: _____ Time: Wedding: _____ Reception: _____ Deposit: _____

Food Service: _____ Sit Down: _____ Buffet: _____ Cocktail: _____ Other: _____

Menu Items and Notes:

Hot Hors d'oeuvre:

Cost per Person: \$ _____

Signature (Customer): _____ Date: _____

Signature (High Cedars): _____ Date: _____