

Initial Inquiry

Date: _____

Name: _____ Position: _____

Company: _____

Address: _____

Ph: _____ Fx: _____

Business: _____ Cell: _____

Email: _____

Date of Event: _____ Est. # of Guests: _____

Format: _____

___ Pick-Up ___ Staffed Catering ___ Other

Start Time: _____ Finish Time: _____

Type of Products: _____

Quoted: _____ Other: _____

Date of Inquiry: _____ By: ___ Fax ___ Email ___ Phone ___ In Person

Initial Inquiry taken by (person): _____

Follow Up

Person to Follow-Up: _____

Follow Up Details: Packet To Be Sent Via: ___ Email ___ Fax ___ Mail ___ Phone

Date Info Sent: _____ Date to Follow-Up Inquiry: _____

Date Booking Confirmed: _____

Date Confirmation Letter Sent: _____ By Person: _____

Date Deposit Received: _____ Amount: \$ _____

Card Type: ___ V ___ MC ___ Amex ___ Dv Card # _____

Authorized By: _____ Expiration Date: _____

Authorized Signature: _____

Other Comments: _____

Pre-Event Checklist

Deposit Received: _____

Signed Confirmation Form Received: _____

Order Sheets Issued: ___ Kitchen ___ Restaurant ___ Bar

___ Deutschland Meats

COMMON QUESTIONS

What is included in the price?

Most of the prices listed are the food price, sales tax and gratuity which includes two meats (one main, one secondary), wheat and white sandwich buns or rolls, side dishes (1 to 10), condiments, disposable plates, forks, napkins, buffet table covers, table skirting (if you specify it), buffet set-up, one hour of serving time and packaging leftovers.

Are there any other additional charges?

The only additional charges are for delivery to certain areas and an extra charge for unusual or difficult set-ups.

What if I would like more than 1 hour of serving time?

No problem, as long as we know ahead of time so we can plan for it. We charge \$25.00 per server for each additional hour.

How many servers does it take to cater my event?

The organization and preparation are key! Everything is ready when we arrive. With that being said, one server can cater as many as 250 guests or even larger groups for simple menus. We add servers based on the group size, requested service, or for grilling on site. This approach helps keep the cost down!

Do you clean up before you leave?

Buffet area cleanup is included in the price. If you would like assistance with bussing dishes, taking down chairs and tables, etc. Please call and ask for pricing. We can provide any service you desire!

Can I rent tents, tables, chairs or dinnerware with you?

We do not rent and encourage you to call your local party rental store for these items.

Do you cater for groups smaller than 50?

Yes! Pick out a menu and give us a call with your date and time. We will give you a price. Keep in mind that the smaller your group size, the more you will pay per guest.

We are a non-profit group. Do you do fundraisers?

We are asked frequently for discounts for fundraisers. Since it is impossible to accommodate all such requests, we limit our charity donations to groups we are personally involved with or have an interest in. Examples include our kid's schools and groups, and our employee's family and church functions.

How do I book an event with you?

Give us a call at 888.560.3388 to check availability on your date. We will put you on our schedule and fax or mail you a contract. In the meantime, please send a \$250.00 deposit check (applicable to your final bill).

CATERING CONDITIONS & POLICIES

From informal to elegant events, Deutschland Meats and The Glockenspiel Restaurant covers all your needs. We can do as much or as little as you want. We can prepare items and have you pick them up at our market locations or arrange for fully staffed catering where we do everything for your event from start to finish.

STAFFED CATERING

This option includes staff to prepare, cook and serve your meal. A buffet table with tablecloth and all the necessary serving pieces is provided. A disposable place setting of plate, fork, knife and napkins are also included. For an additional fee, any of our meals can be served on a china plate with flatware and linen.

All prices are based on a minimum of 100 people. We are also available for small groups, however, prices may be affected.

All menus are subject to sales tax and a standard 15% gratuity. Extra gratuities over this amount are welcome.

For more information, questions or to book your event, please call our headquarters in Sanborn at 888.560.3388 or email us at deutsche@rrcnet.org.

HOW IT ALL WORKS

We reserve a date for you upon your request. You will then receive a event confirmation from us by mail or fax. All details, such as a final guest count, menu and a map to your event are due no later than 14 business days prior to your event date. Server(s) will arrive to set up your buffet line 30 minutes to one hour before your meal is to be served, depending upon your group size, menu and proximity to parking.

All events require a \$250.00 non-refundable deposit that will be applied to your final bill.

For all events, the final balance is due the day of the event. We accept cash, personal check, company check or money orders.

Our pork, beef, turkey and hams are slow roasted. The meats are moist and tender! We further carve or shred the meat and then serve it in it's own juices. You will love it!

Whole pigs are similarly prepared, but cooked on a large stainless steel pan. Pigs may be carved or shredded at your location or ours, depending upon the weather conditions or as the situation permits. All other foods are prepared at our locations and are transported to your site, ready for the buffet table.

Please provide a parking space for our truck & roaster close to the buffet line. Server(s) will carve the meats, replenish the buffet, clean the buffet area, and package leftovers from the table in containers that you can keep. You, the customer, are responsible for transporting leftovers to a hot oven, refrigerator, freezer, or large cooler with ice. If proper equipment is not available to handle leftovers safely, leftovers will be disposed of on site.

Our reputation is priceless and food safety is a primary concern. If you intend to serve food of your own, please ensure it is prepared and served following established food safety guidelines. We reserve the right to refuse to allow any customer to serve potentially hazardous foods.