**LADIES AUXILIARY OF THE HOLLYWOOD VOLUNTEER FIRE DEPARTMENT**

(HOLLYWOOD VOLUNTEER FIRE DEPARTMENT, INC.)

P.O. BOX 411

HOLLYWOOD, MD 20636

catering@hvfd7.com

**CATERING AGREEMENT**

This is a catering agreement made this **\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_,** by and between the Ladies Auxiliary

of the Hollywood Volunteer Fire Department/Hollywood Volunteer Fire Department, Inc., hereafter called “*Caterer*” and\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_hereinafter called “*Customer*”. The Caterer agrees to provide to the Customer the catering services agreed upon from the Ladies Auxiliary of the Hollywood Volunteer Fire Department from the catering menu for the number of guests totaling \_\_\_\_\_\_\_\_. The date of the event is the **\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_ .**

**THE CUSTOMER HEREBY AGREES TO A $100 DEPOSIT TO SECURE THE EVENT DATE. 50% OF THE ESTIMATED TOTAL BILL IS TO BE PAID THIRTY (30) DAYS PRIOR TO DATE OF THE EVENT**. **THE REMAINDER OF THE ESTIMATED BILL WILL BE PAID BY THE CUSTOMER NO LATER THAN FOURTEEN (14) DAYS PRIOR TO THE DATE OF THE EVENT**.  **ANY REMAINING BALANCE THAT IS PAID LESS THAN FOURTEEN (14) DAYS PRIOR TO THE SCHEDULED EVENT SHALL BE PAID WITH EITHER A CASHIERS CHECK** **OR MONEY ORDER.** The total bill will be based on the services agreed upon by the caterer and the customer. **Checks should be made payable to the LAHVFD and mailed to Ladies Auxiliary Hollywood Volunteer Fire Department, Attention: Catering, P.O. Box 411, Hollywood MD 20636.**

The Customer shall provide Caterer with a **final count of people ten (10) days prior to the date of the event** and is responsible for the total payment reflecting that final count. In the event more guests are served than originally expected, the customer will be billed for that amount. However, no additional food will be prepared.

If the Customer cancels the event for any reason within fifteen 15 days of the date of the event, the Customer agrees to pay for any supplies and/or food items already purchased by the Caterer. If the event has to be canceled due to weather or other unforeseeable circumstances, the Caterer will honor the contract on another scheduled date at the Customer's choice. The customer will be responsible for any additional food expenses.

All Caterings **MUST** have a signed contract. Any changes will be submitted in writing fifteen (15) days prior to the event and signed by both parties involved. After contract has been signed by the Customer and approved by the Caterer, a copy of the contract will be sent to the Customer within fifteen (15) days to confirm the contract. **Any and all contracts will be void if not signed and returned within 30 days.**

Note: If there is something that you would rather have and do not see it on the catering menu, please ask. If we cater your

event, white plastic tablecloths and napkins are furnished at no additional charge. We do not furnish linen table cloths.

Customer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Caterer: LA-HVFD \_\_\_\_\_\_ LA-HVFD Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# **CATERING MENU SELECTIONS**

# **CUSTOMER NAME/COMPANY NAME: \_\_\_\_\_\_\_**

# **CONTACT PERSON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# **ADDRESS: \_\_\_** **E-MAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# **DATE OF FUNCTION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DINNER TIME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# **TIME TO SERVE HORS d' OEUVRES (if applicable): \_\_\_\_\_\_\_\_\_\_\_ HEAD COUNT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# **(FINAL HEAD COUNT DUE TEN (10) DAYS PRIOR TO FUNCTION)**

**PRICES: (per person/based on minimum head count of 100 guests)**

**1 meat- $12.00 per plate 1 meat & 1 seafood- $15.00 per plate**

**2 meats- $18.00 per plate 2 meats & 1 seafood- $23.00 per plate**

**3 meats- $21.00 per plate 2 meats & 2 seafood- $28.00 per plate**

**DINNER SELECTIONS:** **(please complete below with your selections)**

**Meats: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Seafood: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sides: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dessert: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LIGHT HORS d' OEUVRES: $2.25 per person \_\_\_\_\_YES \_\_\_\_\_NO**

**FRUIT TRAY : $3.00 additional per person \_\_\_\_\_YES \_\_\_\_\_NO**

**HEAVY HORS d 'OEVRES: $9.00 per person \_\_\_\_\_YES \_\_\_\_\_NO**

**\*Crab Balls or Shrimp: $3.00 additional per person**

**Appetizer Choices: (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(5) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# **Tablecloth Color (if needed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Napkin Color (if needed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\*COLORS AVAILABLE IN PLASTIC TABLECLOTHS: White, Black , Red, Green, Hunter Green, Burgundy, Pink, Yellow, Pale Yellow, Teal, Gold, Blue and Ice Blue. WE DO NOT HAVE LINEN TABLECLOTHS.

\*\*All decorations will be provided by the Customer.

**\* Cash Bar or Set-ups are available. Please Contact Albert Johnson at 301-373-2295 for further details.**

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\*Rolls, Butter, Coffee, Tea and Water are included with all meals.

**Entrees:**

|  |  |  |  |
| --- | --- | --- | --- |
| Baked Chicken  Fried Chicken  Chicken Tenders | | Baked Ham  Stuffed Ham  Pork Loin | Fried Oysters (October-April)  Crab Balls (May-September)  Crab Imperial (May-September) |
| Chicken Cordon Bleu | | Roast Beef (with Carver) | Steamed Shrimp |
| Stuffed Chicken Breast | | Steamship Round of Beef (with Carver) | Turkey & Dressing |
| Chicken Divan | | Stuffed Shells with Cheese | Fettuccine Alfredo |
| **SIDES: (Choose up to three):** | |  |  |
| Applesauce | Broccoli (with cheese sauce) | | Long Grain Rice | |
| Peaches | Buttered Corn | | Rice Pilaf | |
| Tropical Fruit Salad  Cole Slaw  Macaroni Salad | Corn Pudding  Seasoned Green Beans  Glazed Carrots | | Mashed Potatoes (with gravy)  Garlic Mashed Potatoes  Red Parsley Potatoes | |
| Pasta Salad  Macaroni & Cheese  Pickled Beets | Peas  Peas & Carrots  Vegetable Medley | | Scalloped/Au Gratin Potatoes  Sweet Potatoes  Tossed Garden Salad  w/ Ranch, Italian & Thousand Island | |
| **DESSERTS:** |  | |  | |
| Cake\* Cookie Tray Jell-o |  | |  | |

Ice Cream Peach Melba Chocolate or Vanilla Pudding **(\*Wedding Cake is not available)**

**LIGHT HORS d 'OEUVRES**: **$2.25 per person**- Includes: Vegetable Tray with Dip, Cheese & Crackers and Chips & Dip

\***Fruit Tray – additional $3.00 per person**

**HEAVY HORS d 'OEUVRES:** **$9.00 per person**- Includes: Choice of five (5) items below.

**\*Shrimp or Crab Balls- additional $3.00 per person.**

**Choose five (5) of the following:**

|  |  |  |
| --- | --- | --- |
| Chicken Tenders with BBQ Sauce  Meatballs | Cocktail Sausages  Meatballs | Jalepeno Poppers  Vegetable Tray with Dip |
| Mini Sandwiches | Chicken Wings (Hot or Mild) | Assorted Cheese Tray |
| (Turkey, Ham or Roast Beef) | Egg Rolls | \*Steamed Shrimp |
| Cucumber Sandwiches | Cheese Sticks | \*Crab Balls |