

Butcher's Block
 499 W Fountain Rd
 Joplin MO 64801
 417-624-1000

Proposal Sample

Event: Wedding Reception Catered
Event Date: TBD
Location: TBD
Contact: Jane Doe

Appetizers
Serve: TBD
Leave: TBD
Guests: 100
Service: Buffet

Appetizers:	\$1.75 per person per item per person with dinner			
Appetizer Buffet:	Choice of six hot or cold appetizers served buffet style	12.50	1,250.00	
Light Buffet:	One house entrée, 3 sides, rolls	12.50	1,250.00	
Full Dinner Buffet:	Two house entrée items, 4 side items & rolls	14.00	1,400.00	1,400.00
Premium Buffet:	One premium entrée item and one house entrée item 3 side items and rolls	16.50	1,650.00	
Children under 12 are half price, don't count the carry-ons (babies)				
Beverage Service:	Unsweetened tea, ice, cups, stir sticks, sugar & sweetener Coffee Urn, foam cups, half & half and French Vanilla creamers	Included Included		
Required Items:	(2) 6-8' buffet tables, we bring or you can supply (1) 6-8' Beverage Table, we bring or you can supply Buffet tablecloths	50.00 25.00 Included		
Rentals & Options	8' cake table with white lace skirting Cake cutting service and cake plates DJ table with skirt China Package; dinner plate, salad plate, water goblet, flatware, each Fan Folded cloth napkins, burgundy, black, white or ivory Pitchers of water and tea on tables tables, each 72" Table cloths white, ivory or black Upgrade disposables: White plastic plates, w/silver edge & faux flatware 1 Bar Setup and bartenders for 4 hours, see bar info sheet 1 chilled uncorked bottle of champagne per table & glasses (per person) Liquor catering permit takes 20 days to get, only licensed in Missouri	20.00 Included 20.00 3.50 0.50 3.00 10.00 1.00 200.00 2.00	262.50 50.00 37.50 125.00 100.00 200.00 300.00	
Subtotal				1,400.00
Sales Tax	6.95%			97.30
Staff	Staffing Delivery and setup of any rental items	29.00 100.00	4	116.00

Total: 1,613.30

Submitted By Cheryl

Approved By _____ Date _____

Proposal is good for 30 days from date presented, a \$250 deposit holds your date
 By accepting the above, client agrees to provide their menu choices 10 days prior to and final guest count 7 days prior to event,
 to render payment (less any deposit paid) at the completion of event, not to hold Butcher's Block liable for loss from non-fulfillment
 of the terms due to accidents, power outages, storms or other catastrophic events not in our control.