



Dear future client:

Thanks so much for your interest in Bistro To Go. Please review the following information at your leisure. We pride ourselves on fine food and friendly service. We will work hard to help you through the entire catering experience while ensuring that your event reflects your personal tastes and preferences. Our goal is to relieve you of the many details that go along with hosting a successful event. Please don't hesitate to contact us with any question or concerns you might have.

Cheers,

J.B. Emory

J.B. Emory, Owner/Chef

748 Lassus, Shreveport, LA 71106 • P 318.861.4833 • F 318.861.4834 • www.bistrotogo.co

SERVICES

When you place a catering order with Bistro To Go, you get to decide which level of service will best suit your needs and budget.

1

Delivery Only

We will prepare your order in our Bistro To Go kitchen and deliver it hot and ready. You can even drop off your own serving pieces for us to use.

\$25 // Under 40 people
\$40 // Over 40 people

2

Delivery + Setup

We will prepare your order in our kitchen. One of our Bistro To Go Chefs will deliver your order and stay for up to one hour to assist you and make sure your party gets off to a great start!

\$80 // Up to 80 people

3

Full Service

Our highly trained staff will prepare and serve your order on site. We will set up and maintain buffet service for up to four hours.

\$125 // Person

EXTRA SERVICES

Beverage Station Attendant, Plated Dinners, Passed hors d'oeuvres, Facility Bussing & Cleaning, and Cake Service. (\$125/per additional staff member for up to 4 hours).

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DINNERWARE

Plates

| | |
|----------------------|-----|
| 6 inch clear plastic | .25 |
| 9 inch clear plastic | .60 |
| 6 inch glass | .55 |
| 10 inch white dinner | .85 |

Glasses

| | |
|------------------------|-----|
| Clear plastic cocktail | .25 |
| Stemmed wine glass | .85 |
| Water glass | .85 |

Plastic/Silverware

| | |
|---------------------|-----|
| Clear plasticware | .15 |
| Silver dinner fork | .65 |
| Silver dinner spoon | .65 |
| Silver dinner knife | .65 |
| Linen dinner napkin | \$1 |
| White paper napkin | .15 |

Bowls

| | |
|---------------------|-----|
| Demitasse soup cup | .65 |
| 9 inch soup bowl | .85 |
| 8 oz. foam soup cup | .15 |

Chafers

| | |
|----------|------|
| 4 Quart | \$25 |
| 12 Quart | \$30 |

Spoons/Tongs

| | |
|----------------------|-----|
| Silver serving spoon | \$3 |
| Silver serving tongs | \$3 |

Extras

| | |
|--------------------|-----------------|
| Serving platter | S \$15 / L \$20 |
| Beverage Dispenser | \$20 |
| Salad/Punch Bowl | \$15 |
| Linen Table Cloth | \$20 |
| Basket | \$3 |

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GUARANTEE

Food, beverage and additional charges will be based on the Client's final guarantee. Final guest counts are due no later than one week prior to the event. We will make every effort to accomodate last minute increases in guest count.

STAFFING

Our staff will be looking fly dressed in black tie unless you request something different. We will bring an appropriate number of staff to manage buffet food preperating, service, and clean up. We will supplement that number if you have additional needs. Our pricing includes staffing for up to four hours beginning at event start time through final event clean up. Overtime is billed at a rate of \$30 per hour per staff memeber.

DEPOSIT/CANCELLATION

A deposit of 50% of the total estimated amount is needed to confirm the booking of your event. Deposit refunds are handled as follows:

- *Notice over 30 days: Full Refund*
- * Notice 10 - 29 days: 50% Refund*
- * Notice under 10 days: No Refund*

FINAL PAYMENT

Final payment is due before day of event. Upon review and acceptance of proposal and catering policies, please sign below and return with deposit.

Client

Date