

**RITZ CATERING & COFFEE HOUSE**

#104 - 19289 Langley Bypass (Hwy 10), Surrey, BC V3S 8V9  
(604) 576-9143 Fax: (604) 576-9146

**WEDDING EVENT CONTACT**

CLIENT: \_\_\_\_\_  
DATE OF EVENT: \_\_\_\_\_  
ADDRESS OF EVENT: \_\_\_\_\_  
TIME OF EVENT: \_\_\_\_\_  
CONTACT NAME & PHONE #: \_\_\_\_\_

***PLEASE READ & CHECK THE FOLLOWING COMPANY POLICIES AS YOU BOOK YOUR EVENT***

- ?? A non-refundable deposit of \$500.00 is required at time of booking. This amount will be deducted from your final bill at time of payment
- ?? Final guarantee of numbers required SEVEN days prior to the event. The undersigned will be charged for the guaranteed number or the number actually served ~ whichever is greater
- ?? An estimated-cost payment must be paid SEVEN days prior to the event. Any outstanding balance must be paid on the day of the event
- ?? All buffet pricing is based on a minimum of 75 guests, unless prior arrangements have been made. Due to health and insurance regulations all remaining food becomes the property of *Ritz Catering and Coffee House* with NO exceptions
- ?? A Visa or MasterCard imprint is required at time of booking for rentals and any other applicable charges (i.e., lost rentals, damaged or lost dishes, supplies, etc.)
- ?? 15% Gratuity for service and 5% GST will be added to the final bill.
- ?? *Ritz Catering and Coffee House* staff (bartenders, servers, etc.) are not responsible or liable for the actions of any guests
- ?? *Ritz Catering and Coffee House* staff will do their best to accommodate specific menu options (allergies, vegetarian, vegan, etc.) BUT we cannot guarantee that all food items will not be in contact with other foods and will therefore not be held responsible for any allergic reactions

Thank you for choosing *Ritz Catering and Coffee House*

\_\_\_\_\_  
*Client Signature*

\_\_\_\_\_  
*Ritz Catering and Coffee House Signature*