



80855 Main St.  
Memphis, MI 48041  
(586) 954-2817  
[www.AMovableFeastCatering.com](http://www.AMovableFeastCatering.com)

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**A MOVABLE FEAST, INC.**  
**DEPOSIT FORM**

80855 Main St.  
Memphis, MI 48041  
Phone: (586) 954-2817

Thank you for your interest in A Movable Feast, Inc. catering.  
Please feel free to contact us at any time if you have any questions or concerns.

We are available to cater seven days a week. Our Monday through Friday minimum is 40 people. We require a minimum of 50 people on weekends. The maximum number of people is determined by your menu selection and location. If you have less than the minimum required, a pickup or disposable drop off can be arranged.

If there are items or entrees not on our current menu that you are interested in, please let us know. We will be happy to create a menu to meet your needs.

All our food is served buffet style. Our menu prices include quality paper products, white linen for the buffet table only, and seasonal buffet decorations (we DO NOT provide tables). Please let us know if you have a color scheme or theme so we can coordinate our colors with yours.

To hold your date, a \$200.00 deposit is required. In the event of a cancellation, your deposit will be forfeited unless we can re-book your date. If so, we will refund your deposit, less a \$10.00 bookkeeping fee. If a cancellation occurs within seven days of your function you will be responsible to pay the remaining amount due from your final guarantee.

Once again, we would like to thank you for your interest in A Movable Feast, Inc. catering. We look forward to working with you on your next catered event.

IF YOU ARE SENDING A DEPOSIT TO HOLD YOUR DATE, PLEASE COMPLETE THE FOLLOWING INFORMATION, AND RETURN THIS FORM ALONG WITH A \$200.00 DEPOSIT TO THE ADDRESS AT THE TOP OF THE PAGE.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

E-MAIL: \_\_\_\_\_

HOME: \_\_\_\_\_ WORK: \_\_\_\_\_ CELL: \_\_\_\_\_

Day of the Week: \_\_\_\_\_ Date: \_\_\_\_\_

Type of Party: \_\_\_\_\_ Serving Time: \_\_\_\_\_ (am/pm)

Approximate Number Attending: \_\_\_\_\_

Location of Function: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## **A MOVABLE FEAST, INC.** **CATERING GUIDELINES**

### **CATERING PERSONNEL**

A trained member of our staff remains on site for a 1-hour serving period, when minimum counts are met, (additional serving time is available at \$30 per hour/per server). If you prefer not to have our staff remain on site during your event, they will set up your buffet, then leave. You will be responsible to return all equipment to us once we agree upon a day and time. We would be happy to return the following day for an additional charge of \$50. Additional staff and bartenders are available at \$30 per hour, please be sure to include travel time to and from your event.

### **DELIVERIES**

A \$250.00 minimum order is required for delivery within our area. A delivery charge of \$30.00 may be added if your order does not meet the minimum charge. An additional service charge may be added to deliveries over 20 miles from A Movable Feast, Inc. A \$30.00 Gas Surcharge is added to all orders.

### **ADDITIONAL FEES**

All sales are subject to a 6% MICHIGAN SALES TAX, AND A 18% DELIVERY/SET-UP FEE. Groups that are tax exempt must submit a copy of their tax-exempt certificate. Under law in the State of Michigan if any exemption certificate is not provided at the time of purchase, the seller must collect sales tax. A seller is not allowed to accept a claim of exemption after time of sale.

### **GRATUITIES**

A Movable Feast's billing system does NOT include gratuities. Gratuities are at the client's discretion and can be given directly to employees in the form of cash or check. We recommend a minimum gratuity of 10% of your total food order. Our staff always appreciates gratuities.

### **THE FINE PRINT**

Certain menu items are subject to seasonal availability. Due to our chefs concern for the ideal level of quality, we retain the right to substitute a comparable product so that the host, guest and our staff will always be proud of what we serve.

The event organizer will be held liable for any and all damages to A Movable Feast, Inc., equipment and rental items. We will not assume liability for any personal property, merchandise or equipment damaged during your event.