

# CATERING BY VINTAGE VINTAGERESTAURANTGROUP



*Event Name:*

\_\_\_\_\_

*Event Type:*

*Wedding*

*Date:*

\_\_\_\_\_

*Time:* \_\_\_\_\_

*Guest:* \_\_\_\_\_

*Location:*

\_\_\_\_\_

***Client Information:***

Client's Name: \_\_\_\_\_

Bride's Name (for weddings, if different from above): \_\_\_\_\_

Groom's Name (for weddings, if different from above): \_\_\_\_\_

Client's Mailing Address: \_\_\_\_\_

Client's Phone Number: \_\_\_\_\_

Client's Fax Number: \_\_\_\_\_

Client's Email Address: \_\_\_\_\_

Booking Contact's Name (if different from above): \_\_\_\_\_

Booking Contact's Phone Number: \_\_\_\_\_

Booking Contact's Fax Number: \_\_\_\_\_

Booking Contact's Email Address: \_\_\_\_\_

***Event Information:***

Event Name: \_\_\_\_\_

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

Time of Event (or Time of Day if exact time has not been determined): \_\_\_\_\_

Location (if determined): \_\_\_\_\_

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

Number of Guests (planned): \_\_\_\_\_

Number of Guests (confirmed): \_\_\_\_\_

Color scheme/Theme: \_\_\_\_\_

Catering by Vintage prides its self on only serving the freshest organic products raised and purchased from local Loudoun County farms and providers. As one of our guests you will find that our farm to fork style of cooking provides you with the freshest and healthiest meal tailored to meet your culinary tastes and desires.



**❖ Platted Dinner Reception ❖**

*\$42.99 per guest*

***One Hour Cocktail Reception***

*(choose four passed hoer d' Oeuvres)*

*Included*

*Crudités, Domestic Cheese Platter, Chicken Roulade Platter*

***Warm Bread and Butter***

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***First Course***

*Choose from either*

***Salad Course***

***Soup Course***

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***Second Course***

*Choose one Dish*

***Chicken***

***Pork***

***Fish***

*All dishes are customized to our client's tastes and desires. Each dish will be unique to your wedding and will be chosen during your tasting*

***Additional Choices***

***Additional Passed Hoer d' Oeuvres***

***Priced per piece at \$2.50 per piece***

***Appetizer course***

***\$9 per guest***

***Second Course***

***Beef or Mixed Meet Dish***

***\$10 to \$14 per guest***

*(this price is dependent on cut of meat chosen or Combination Plate Mix)*

***Dessert Bar***

***\$7 per guest***

***Assorted Dessert Bars, Mini Cheese Cakes, Fresh Seasonal Fruit***

***Regular and Decaf Coffee***

❖ **Buffet Dinner Reception** ❖  
*\$45.99 per guest*

***One Hour Cocktail Reception***

*(choose four passed hoer d' Oeuvres)*

*Included*

*Crudités, Domestic Cheese Platter*

***Warm Bread and Butter***

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***Salads***

***Choose two for selection***

*(to be selected at tasting)*

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***Main Dishes***

*Two Proteins*

*One Starch*

*One Vegetable*

*All dishes are customized to our client's tastes and desires. Each dish will be unique to your wedding and will be chosen during your tasting*

***Additional Choices***

***Additional Passed Hoer d' Oeuvres***

***Priced per piece at \$2.00 per piece***

***Carving Station***

***\$8 to \$10 per guest***

***Mash Potato Martini Bar***

***\$6 per guest***

***Dessert Bar***

***\$7 per guest***

***Assorted Dessert Bars, Mini Cheese Cakes, Fresh Seasonal Fruit***

***Regular and Decaf Coffee***

**Services**

***Non Alcoholic Beverages***

Assorted Sodas (Regular & Diet), Bottle Water, Chilled Orange & Cranberry Juices, Ice, Ice Bowl, Ice Scoop, Tray, Cocktail Disposable Napkins, Bar Pitchers, Water Glasses.

**Price Per Guest: \$3.00**

***ALCOHOLIC BEVERAGES PRICING***

**Signature Drink Only - Price per guest** **Depends on Selection**

**Wine Service Only - Price per guest** **Depends on Selection**

**Beer & Wine Service Only - Price per guest /per hour** **\$9.50**  
**(3 hour open bar)**

**Standard Bar Package (first hour) - Price per guest** **\$10.50**  
**(3 hour minimum)**  
**Each Additional Hour** **\$6.50**

**Premium Bar Package (first hour) - Price per guest** **\$15.50**  
**(3 hour minimum)**  
**Each Additional Hour** **\$7.50**

**Deluxe Bar Package (first hour) - Price per guest** **\$17.50**  
**(3 hour minimum) liquor and wine to be chosen by guest**  
**Each Additional Hour** **\$8.50**

***ALCOHOLIC BEVERAGE SELECTION***

**Included with each open bar Package:**

Wine Glasses (red and white) for seated tables & bar setup, High Ball Glasses, Beer Glasses, All Purpose Glasses and All Equipment Necessary for the Bar.

**Service Only: Price Per Guest: \$4.00**

**Beer and Wine Service**

Choose Two Vintage Craft Brewed Beers and  
**Wines Offered** (Merlot, Cabernet, Pinot Grigio, Chardonnay)

**Standard Bar Package**

Choose Two Vintage Craft Brewed Beers  
**Wines Offered** (Merlot, Cabernet, Pinot Grigio, Chardonnay)  
**Well:** vodka, rum, tequila, bourbon, gin, (mixers included)

**Premium Bar Package**

Choose any four Vintage Craft Brewed Beers  
**Wines Offered:** (Merlot, Cabernet, Pinot Grigio, Chardonnay)  
**Premium Alcohol:** Stoli Vodka, Bacardi Rum, Beefeater Gin, Jim Beam Bourbon, Jack Daniels Whiskey, Jose Cuervo Tequila (mixers included)



***Rentals (if applicable)***

Catering by Vintage can provide the following:  
 Linens for all Buffet Banquet Station\*\* & Bar Station\*\*, Pantry Equipment, Serving Utensils, Crescor,  
 Plate ware (China: White Round 10.5” B&B for Bread Service and cake Plates), Flatware, Salt &  
 Pepper\*\*, Waiter Trays\*\*, Mirror Tiles\*\*

Price per guest: \$5.00

\*\* Items at NO CHARGE

Other rentals to be determined after menu is finalized

***Specialty Linens (if applicable)***

Catering by Vintage offers standard white lined and table cloths for your event.  
 You are welcome to upgrade your linens for an additional charge through one of our third party  
 vendors.

QTY	Description	Unit Price	Total
TBD	Linen Napkins (white & black)	\$.75	
TBD	Round Tables Linens (white or Cream)	\$12.50	
TBD	Rectangular Table Cloth's (white) six foot	\$15.00	

Provided by Client and/or Third Party: TBD

**Service**

Setup Time: TBD (approximately 3 hours)

Event Time: TBD

Breakdown Time: TBD (approximately 1 hour)

To include:

NO.	STAFF	Time	Hours
TBA	Supervisor	TBD	
TBA	Bartender	TBD	
TBA	Wait Staff	TBD	
TBA	Pantry Chef	TBD	

\*Staffing will be correctly adjusted upon finalization of menu and logistical requirements. This is an anticipated and is an estimate only.

### ***Gratuity Policy***

Catering by Vintage prides itself on providing the best service for our customers. The wait staff providing service to your event is paid on an hourly basis. Any additional gratuity is appreciated but not required. Any gratuity can be given to the supervisor to disperse to the team or given to individual servers.

### ***Reception Timeline***

Event Commences: \_\_\_\_\_

Cocktail Hour: \_\_\_\_\_

Reception Commences: \_\_\_\_\_

Grand Entrance: \_\_\_\_\_

Bread Service: \_\_\_\_\_

1<sup>st</sup> course: \_\_\_\_\_

2<sup>nd</sup> Course: \_\_\_\_\_

Dessert Bar (if applicable) \_\_\_\_\_

Toasts: \_\_\_\_\_

First Dance: \_\_\_\_\_

Cake Cutting: \_\_\_\_\_

Dessert Buffet is opened: \_\_\_\_\_

Father/Daughter & Mother/Son Dances: \_\_\_\_\_

Reception Concludes: \_\_\_\_\_

Breakdown/Clean-up: \_\_\_\_\_



**General Proposal Pricing**

Alcoholic Beverages Depends on bar package	(choose attached package)
Non Alcoholic Beverages	\$3.00
Coffee Service	\$2.00 per person
Coffee Station Equipment	\$120 per station
Equipment: China, Silverware, Glassware, Chaffers, Serving Pieces, Bar Needs,	\$5.00 per person
Linens	\$TBA
Linen Napkins	\$TBA
Chairs with Cushions	\$TBA
Folding Chairs	\$TBA
Tables ~	\$TBA
Professional On-Site Catering Event Supervisor (4 hr minimum)	\$35 per hour
Professional Wait Staff (4 hr minimum)	\$30 per hour
Professional Bartender(s) (4 hr minimum)	\$30 per hour
Professional Pantry Chef(s) (4 hr minimum)	\$40 per hour

Gratuity Appreciated, but not required

Sales Tax (subject to change) 5%  
 Leesburg Meal 3.5% (for events held in Leesburg town limits)

Catering by Vintage staffing service includes setup, service, and breakdown/clean-up.



**Billing Estimate**

Menu I

Food (Chicken dish only no additions)	TBA
Beverage @ \$ 3 per guest	TBA
Liquor (beer and wine @ \$9.50 per guests, 3 hours)	TBA
Serving Ware/Plate Settings	TBA
Linen	TBA
Tenting, Tables, Chairs, Lighting (estimate only)	TBA
Subtotal	TBA
Labor (Estimate Only)	TBA
Virginia Sales tax 5% (food and beverage only)	TBA
Total	TBA

3% Credit Card Transaction Service Fee- (on Food and Beverage only)

Final Total \$



## *Policies for Special Events*

### **Contract Confirmation:**

This proposal (the "Proposal") shall be binding on the parties herein and deemed executed once Catering by Vintage ("CbV") has received a fully executed Proposal (signed and dated) by the client (the "Client"). Such Proposal can be sent via email to Anthony Cavallo, Catering Director by email ([anthony.cavallo@vintage50.com](mailto:anthony.cavallo@vintage50.com)) or faxed to (703) 777-4644, or mailed to Vintage 50, 50 Catoctin Circle NE, ste 100 Leesburg, VA 20176

### **Save the Date Option:**

If you are not ready to sign the contract, but you do not want to risk losing your date on our calendar, this option is for you. Sign this agreement, and we will hold your date in our calendar while you work on your guest list, and make more decisions on menu choices. The agreement requires a \$350 non-refundable deposit and this amount will be credited to your first down-payment when you sign your contract.

### **Rehearsal Dinner:**

A 10% discount is offered to Clients who contract with us for their wedding reception.

### **Deposit/First Down Payment:**

Upon execution of this Proposal the Client shall provide CbV a deposit in the amount of 50% of the estimated total cost of the event (the "Deposit"), unless their payment arrangements have been made with the Event Design Manager.

### **Payment Options:**

Payment is due upon receipt of the invoice, unless other payment arrangements have been made with your CbV Sales Representative. All payments by the Client shall be made by major credit card (Visa, MasterCard, or American Express), personal, business or certified check and endorsed to Millennium Entertainment LLC or Vintage 50. There is a 3% service charge for all credit card transactions.

### **Invoicing:**

CbV will invoice the Client after the event. Payment is due three business days after the final bill has been sent to the client. In the event a secondary invoice is provided, that final payment is due no later than 30 days after the event. Any part of the total payment that remains unpaid after 30 days from its respective deadline shall be subject to a late fee in the amount of 1.5% of the outstanding balance for each month such amount remains unpaid.

Applicable local and state taxes will be included in the final bill.

### **Cancellations:**

The Client may cancel this proposal, without cause, at any time. If the event is cancelled any time before four weeks before the event, CbV shall refund the Client 50% of the Deposit. If the event is cancelled within four weeks of the event, 75% of the deposit will be non-refundable. CbV must be notified with a written notice to cancel this event. The date the notice is received is considered the cancellation date.

### **Minimum:**

CbV requires a minimum food cost of \$500.00 per event.

**Special Pricing for Children:**

Offered for buffet service only. The meal portion of your proposal for children age 8 and under will be billed at a rate of 50% of the adult price. There is no charge for children under 2 years old and no place-setting will be provided.

Children plated entrée menus offered for children between the ages of 2 and 10.

**Tasting:**

A food tasting is offered complimentary two months before the event date to all Clients with signed contracts and have a contract totaling \$6,000 or greater unless special arrangements have been made with the Event Design Manager. Two to four guests are welcome to attend the food tasting. The Client must inquire with your Sales Representative if **CbV** will need to accommodate for more than four guests. If the Client would like to arrange for the tasting at another time, please inquire with your Sales Representative.

All tastings provided before the contract has been signed and a deposit has been received are subject to a \$120 fee. The fee will be deducted from the total of the Proposal if the Client goes into contract with **CbV** on that particular event.

**Walk-Through:**

**CbV** will need to attend a walk-through meeting with the Client four to six weeks before the event date. To schedule the walk-through meeting with **CbV** prior to that time, please contact your Sales Representative

**Insurance:**

A certificate of insurance is provided for coverage of your wedding. Insurance becomes void when food or beverage is served that is not prepared by **CbV**

**Proposal Alternations:**

If the Client desires to modify the proposal, including, but without limitation, changes to food selection or wait staff personnel, please send all modifications via email (anthony.cavallo@vintage50.com) or fax (703) 777-4644 at least seven business days in advance. To ensure receipt, please immediately follow up with a phone call (202) 438-4840 to Anthony Cavallo, Catering Director. Changes will be reflected in your final bill.

If the Client has specific guests with dietary restrictions or needs, the final seating chart must be provided at least seven business days in advance.

**Final Guest Count:**

Total charges will be based upon the number of guests included in the Proposal. Increases or decreases in the guest count must be received by **CbV** and confirmed in writing, via fax or email, at least seven business days in advance. If **CbV** does not receive confirmation by that time, this Proposal will be used for preparation and billing. A lower guest count may result in a higher per person price. Changes will be reflected in your final bill. Any changes in the guest count may be subject to product substitution or price increase due to changes in market price.

**Final Schedule of Events:**

The Client needs to provide **CbV** with the final schedule of the event three weeks before the event date.

**Staffing:**

**CbV** will provide all staff, if required, necessary to ensure prompt and professional service. Our basic rate for service personnel is \$30.00 per hour with a four-hour minimum. The basic rate for a chef or bartender is \$35.00 per hour with a four-hour minimum. The rate is doubled for staff for Thanksgiving, Christmas, and New Year's, 4<sup>th</sup> of July, Easter, Mother's Day.

The anticipated time for the staff to set-up and clean-up has been included in the estimate. A final invoice will be issued after the date of the event. Extension of the service time beyond the end time may result in additional charges for all staff using the hourly rates quoted previously.

**Estimate Only of Ratio of Wait Staff to Guests:**

Full Service Plated Seated Dinner – 1 server for every 15 guests  
Buffet, Station, or Family Service – 1 server for every 20 guests  
Cocktail Reception – 1 server for every 30 guests

**Inclement Weather:**

Due to the customized nature of our food product, **CbV** must impose the same cancellation policy as stated above regardless of weather conditions, Acts of God, or other events outside of **CbV** control.

**Equipment:**

**CbV** will access a \$10.00 surcharge on all equipment rentals.  
All missing or damaged items will be charged at the replacement cost.  
Credit will be given for any missing items returned in good condition, provided they are returned within 48 hours of the event.  
Linens and other décor items may vary in price depending on the selection chosen.

**Food Preparations:**

**CbV** follows FDA guidelines regarding the selection, preparation, and cooking of its food. Consuming raw or under cooked meat, fish, shellfish, poultry or eggs can increase your chances for a food borne illness, especially if your immune system is compromised. Products subject to change due to the weather. Prices subject to change without notice.

**Proprietary Information:**

**CbV** has developed and owns valuable proprietary information and materials in connection with its catering services. All concepts, designs, menus, and other materials created by **CbV** shall remain the exclusive property of **CbV**, shall be treated as proprietary and confidential, and shall not be disclosed or distributed to any third parties except with the express permission of **CbV**.

Thank you for considering us for catering your upcoming function. Please let us know if you have any questions concerning any of the items on this proposal.

Anthony Cavallo  
Catering by Vintage | Catering Sales Director  
O: 703.777.2169 | C: 202.438.4840 | F: 703.777.4644  
50 Catoctin Circle, NE ste 100 Leesburg, VA 20176

***Deposit Schedule***

Final deposit Amount to be determined

***MENU I***

Deposit Amount (50% food and bar only):  
Due Upon Executive of this Agreement

***Payment Schedule***

Total Remaining Balance Amount: \_\_\_\_\_

Due Two Business Days after the Event

Final Invoice: \_\_\_\_\_

Due 15 days After Event

Signature

I fully understand and accept this proposal and the terms detailed in all the pages of this proposal.

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

Sales Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Anthony Cavallo  
Catering by Vintage | Catering Sales Director  
O: 703.777.2169 | C: 202.438.4840 | F: 703.777.4644  
50 Catoctin Circle, NE ste 100  
Leesburg, VA 20176



## **Passed Canapés**

(Choose four for your cocktail reception)

### **Crostini**

*Parmesan Crisps with olive oil poached tomato, olives, and feta*  
*Black Olive Shortbreads with pesto and goat cheese*  
*Polenta Crostini with gorgonzola and balsamic braised onions*  
*Smoked Duck Crostini with herbed boursin cheese and dried fruit chutney*  
*Charred Tuna Crostini with wasabi mousse and wakame salad*  
*Beef Tenderloin Croustade with tomato relish and horseradish cream*  
*Smoked Salmon and Potato Pancakes with chives and red onion confit*  
*Bleu Cheese Crostini with candied apples and walnuts*  
*Buffalo Mozzarella Crostini with sundried tomatoes and basil*  
*“Pizzette” with truffled potatoes, sweet peppers, and Talleggio*  
*Foie Gras Crostini with grilled pineapple*  
*Goat Cheese and Poached Pear Crostini with balsamic fig jam*

### **Palmiers**

(savory puff dough filled and rolled with tasty stuffings)

*Virginia Ham and Gruyere Palmiers*  
*Basil Pesto Palmiers*  
*Roasted peppers and Smoked Mozzarella Palmiers*  
*Honey Mustard and Westphalian Ham Palmiers*  
*Dill Havarti Palmiers*

### **Profiteroles**

(Cream Puffs filled with the following:)

*Crab and Avocado with Cilantro*  
*Smoked Duck Rillettes*  
*Salmon Mousse*  
*Wild Mushroom Duxelles*  
*Southwestern Chicken Salad*  
*Smoked Eggplant and Curried Chicken*  
*Roasted Lobster and Mango*

### **“Spoons and Shots”**

*Salmon and Halibut Seviche Spoon*  
*Tomato “water” and cucumber tapioca shot*  
*Smoked Tomato shot with Bay Scallop kabob*  
*Thai Coconut Shot with charred shrimp skewer*  
*Seared Tuna and American Caviar Spoon*

### **Puff Pastries**

*Wild Mushroom and herb cream*  
*Curried Chicken with Cashews*  
*Olive Oil Poached Tomato with basil*

## **Buffet Menu Ideas for September Wedding**

### ***Carving Stations***

*Beef Flank Steak*  
*Beef Skirt Steak*  
*Turkey Breast*  
*Pork Loin*  
*Chicken Breasts*  
*Top Round (up charge)*  
*Prime Rib (up charge)*

### ***Sides***

*Whipped Sweet Potatoes with Sage Marshmallows*  
*Jalapeno Cheddar Cheese Grits*  
*Roasted Marble Potato with Herb Oil*  
*Smoked Olive Oil Potato Puree*  
*Herbed Polenta*  
*Braised Green Lentils and Collard Greens*  
*Fall Vegetable Medley*  
*Roasted Yellow Squash with spicy seasoning*

### ***Salads***

*Vintage Traditional Caesar Salad*  
*Baby Green Salad*  
*Greek Salad*  
*Roasted Vegetable and orzo salad*  
*Asian Noodle Salad*