



# CORPORATE EVENTS

2020 - 2021



# Exclusive Venues

ALL TABLES, CHAIRS, CHINAWARE, GLASSWARE  
& FLATWARE INCLUDED. ADDITIONAL RENTALS MAY BE REQUIRED

## KLEINHANS MUSIC HALL

**3 SYMPHONY CIRCLE // BUFFALO, NY**

Mary Seaton Room // 100 -500 person (seated) capacity; 1000 person capacity for standing/cocktail reception

"Henry's" // 180 person (seated) capacity

Main Hall // 2446 person capacity (1350 people downstairs, 1086 upstairs)

Lot & street parking, coat check, a/v equipment available; handicap accessible

## BUFFALO HISTORY MUSEUM

**1 MUSEUM COURT // BUFFALO, NY**

State Court // 175 person (seated) capacity (72 people seated upstairs around balcony); 200 person capacity for standing/cocktail reception

Outdoor space available (tenting options available)

Lot & street parking, coat closet, auditorium with a/v equipment available; handicap accessible. Events must start after 5:00pm.

## BURCHFIELD PENNEY ART CENTER

**1300 ELMWOOD AVEUNE // BUFFALO, NY**

Indoor Space // 140 person (seated); 250 person capacity for standing/cocktail reception

Outdoor space available

Lot & street parking, coat room, auditorium with a/v equipment available; handicap accessible

# Brunch Packages

20 PERSON MINIMUM // ALL PACKAGES INCLUDE COFFEE, TEA & ASSORTED JUICE STATION

## PACKAGE 1

Fresh Fruit Platter

Pastry Basket with Assorted Mini Muffins & Breakfast Breads

Yogurt & Granola

**\$15.50 per person**

## PACKAGE 2

Fresh Fruit Platter

Pasty Basket with Assorted Mini Muffins & Breakfast Breads

Scrambled Eggs

Breakfast Potatoes

Bacon & Turkey Sausage

**\$22.95 per person**

## PACKAGE 3

Fresh Fruit Platter

Pasty Basket with Assorted Mini Muffins & Breakfast Breads

Assorted Bagels with Cream Cheese

Sides of Poached Salmon with traditional Accouterments

Vegetable Quiche

Breakfast Potatoes

Bacon & Turkey Sausage

**\$30.95 per person**

# Sit Down Luncheon

25 PERSON MINIMUM // INCLUDES BREAD BASKET  
& COFFEE AND TEA SERVICE

## PACKAGE 1 - CHOICE OF 1 SALAD

Chicken Milanese with White Balsamic Vinaigrette & Shaved Parmesan Reggiano Cheese

Grilled Chicken Caesar Salad with Oliver's Signature Caesar Dressing

Cobb Salad with Honey Roasted Turkey Breast & Cumin Vinaigrette

Grilled Steak Salad with Roasted Fingerling Potatoes & Creamy Horseradish Dressing

Thai Shrimp Salad with Serrano Peppers & Garlic-Lime Vinaigrette

Faroe Island Salmon Salad with Crispy Shallots & Balsamic Vinaigrette

Tofu & Butternut Squash Salad with Honey Mustard Vinaigrette

Mediterranean Salad with Falafel & Honey-Mint Dressing

**\$22.95 per person**

## PACKAGE 2 - CHOICE OF 1 ENTREE

Sun Dried Tomato, Spinach & Goat Cheese Stuffed Chicken Breast with Roasted Tomato Demi Glace

Chicken Cordon Bleu with Mornay Sauce

Grilled N.Y. Strip Steak with Roasted Mushrooms

Seared Faroe Island Salmon with Chimichurri Sauce

Baked Cod with Lemon, Garlic & Fresh Herbs

Bone-In Pork Chop stuffed with Mushroom Duxelle

Oven Roasted Crispy Porchetta

**\$25.95 per person (all entrees accompanied with Mixed Field Greens salad)**

**PRESET COOKIE PLATTER - \$5.95 PER PERSON**

**PRESET PETITE PASTRY PLATTER - \$8.50 PER PERSON**



# Buffet Options

40 PERSON MINIMUM // INCLUDES BABY GREENS  
SALAD & BREAD BASKET // PRICING BASED ON SELECTIONS

## ENTREES

Asiago Cheese Stuffed Chicken Breast with Buerre Blanc Sauce

Grilled Chicken Breast with Raspberry Demi Glace

Almond-Crusted Chicken Breast with Citrus Buerre Blanc Sauce

Sliced Beef Tenderloin with Horseradish Cream Sauce (served with mini Kimmelweck rolls)

Sliced Top Sirloin with Bearnaise Aioli

Roasted Turkey Breast with Cranberry Aioli

Maple Glazed Pork Loin

Roasted Salmon with Sweet Chili Glaze

Sides of Poached Salmon with Condiments

## SIDE DISHES

Applewood Smoked Bacon Potato Salad

Rosemary & Garlic Roasted Baby Red Potatoes

Wild Rice Pilaf

Tortellini Salad with Sun Dried Tomatoes & Pesto

Rigatoni Bolognese

Baked Mac-n-Cheese

Asparagus with Crispy Prosciutto & Grilled Lemons

Grilled Vegetable Platter

Caesar Salad

## DESSERT

Assorted Cookie & Brownie Platter

Fresh Fruit Salad with Shaved Coconut

Assorted Finger Pastries (4 selections)

## BEVERAGES

Regular and Decaffeinated Coffee and Hot Tea

Bottled Water

Assorted Sodas and Iced Tea

Lemonade

# Drop Off Catering

20 PERSON MINIMUM // INCLUDES ASSORTED SODAS,  
BOTTLED WATER & PLASTICWARES

## GOURMET SANDWICHES

Oven Roasted Turkey with Bacon, Cheddar Cheese & Honey Mustard on Multigrain Rolls

Grilled Chicken with Mozzarella Cheese, Roasted Red Peppers & Pesto on Ciabatta Bread

Roast Beef with Horseradish Cream Sauce & Romaine Lettuce on Kaiser Rolls

Buffalo Chicken with Frank's Hot Sauce, Shaved Celery & Blue Cheese on Kaiser Rolls

Grilled Vegetables with Pesto & Goat Cheese on Multigrain Rolls

Spicy Italian with Cappicola, Hot Peppers and Provolone on Ciabatta Bread

Roasted Eggplant with Garlic, Basil, Sun Dried Tomatoes and Feta Cheese on Ciabatta Bread

## SIDE DISHES

Applewood Smoked Bacon Potato Salad

Tri-Colored Pasta Salad with Mozzarella Cheese  
& White Balsamic Vinaigrette

Farro Salad with Apples, Sweet Potatoes &  
Apple Cider Vinaigrette

Cous Cous Salad with Arugula, Feta Cheese, Olives  
& Grilled Lemon Vinaigrette

Green Beans with Toasted Almonds & Raspberry  
Vinaigrette

Grilled Vegetable Platter

Asian Noodle Salad

Baby Greens Salad with White Balsamic Vinaigrette

**PACKAGE #1 // \$17.95 PER PERSON - CHOICE OF ONE SANDWICH, ONE SIDE AND ASSORTED  
COOKIES & BROWNIES**

**PACKAGE #2 // \$20.95 PER PERSON - CHOICE OF TWO SANDWICHES, TWO SIDES AND ASSORTED  
COOKIES & BROWNIES**

**PACKAGE #3 // \$25.95 - CHOICE OF TWO SANDWICHES, THREE SIDES, FRUIT PLATTER, AND  
ASSORTED COOKIES & BROWNIES**



# Hors d'Oeuvres

BUTLER-STYLE PASSED APPETIZERS

## SEAFOOD & SHELLFISH - HOT

Bacon Wrapped Sea Scallops  
Mini Maryland Crab Cake with Spicy Remoulade  
Coconut Shrimp Skewer with Mango Sauce  
Lobster Bisque Shooter with Tarragon Oil  
Crab Wonton with Ponzu Sauce

## SEAFOOD & SHELLFISH - COLD

Beet Cured Salmon & Green Goddess Sauce on Pumppernickel  
Chilled Mango Crab Salad & Pickled Red Onion on Lavash Crisp  
Ahi Tuna Tartare on Rice Puff Cracker  
Chilled Lobster Salad in Phyllo Tart  
Scallop Ceviche Spoon with Crushed Pistachios

## VEGETARIAN - HOT

Saffron Arancini with Pesto Sauce  
Phyllo Wrapped Asparagus with Bearnaise Aioli  
Quinoa, Spinach & Sun Dried Tomato Stuffed Mushrooms  
Pee Wee Baked Potatoes with Cashew "Sour Cream" & Chives  
Marscarpone Polenta Cake with Olive Tapenade  
Bouche with Cremini Mushrooms & Fontina Cheese

## VEGETARIAN - COLD

"Brie-L-T" on Toasted Bread  
Watermelon Cubes with Whipped Goat Cheese & Black Lava Salt  
Roasted Garlic & Basil Pinwheels with Red Pepper Relish  
Caprese Skewer with Balsamic Reduction  
Poached Pear & Gorgonzola Croustade with Thyme-Infused Honey  
Goat Cheese Mousse Croustade with Red Pepper Marmalade

## MEAT - HOT

Coconut Chicken Skewer with Mango Sauce  
Filet Au Poivre Skewer with Mushrooms & Bearnaise Aioli  
Braised Short Rib Nacho with Queso Fresco  
Chicken Milanese Skewer with Balsamic Reduction  
Assorted Sliders - see slider station options

## MEAT - COLD

Smoked Duck Profiteroles with Ice Wine Gelee  
Lamb Carpaccio with Red Pepper Hummus on Almond Cracker  
Curried Chicken Salad on Lavash Crisp  
Seared Strip Loin & Horseradish Cream on Caraway Cracker  
Beef Carpaccio Roll with Arugula, Parmesan & Truffle Oil

1 hour & 4 selections // **\$13.75 per person**

1 hour & 5 selections // **\$15.00 per person**

2 hours & 5 selections // **\$19.00 per person**

# Displays & Stations

## CRUDITE & DIPS

Chef's selection of crudite to include  
Carrots, Celery, Yellow Squash, Zucchini, Bell Peppers,  
& Cherry Tomatoes with your choice of two dips

**\$4.95 per person**

## CHEESE & GOURMET CRACKERS

Domestic and Imported Cheeses accompanied with  
Dried Fruit, Spiced Nuts & Gourmet Crackers

**\$6.50 per person**

## FRESH FRUIT

Chef's selection of fruit to include  
Cantaloupe, Honeydew, Pineapple, Watermelon,  
Assorted Berries & Seedless Grapes

**\$5.50 per person**

## ANTIPASTO

Cured Meats, Imported Cheeses, Three Bean Salad,  
Marinated Mushrooms, Red Pepper Marmalade,  
Marcona Almonds, Grilled Ciabatta Bread & Focaccia Bread

**\$15.95 per person**

## MEDITERRANEAN

Grilled Seasonal Vegetables, Cucumber, Feta & Chickpea  
Salad, Fresh Mozzarella Cheese, Roasted Red Pepper  
Hummus, Artichoke Salad, Marinated Olives, Fresh &  
Toasted Pita Points, Flatbread & Breadsticks

**\$15.95 per person**

## SALSAS

Pico de Gallo, Black Bean & Corn, Guacamole, Romesco,  
Pineapple Mango, Charred Salsa Verde (choice of 3)  
accompanied with Tortilla Chips

**\$7.50 per person**

## SEAFOOD

Calamari Salad  
King Crab Legs  
Assorted Sushi & Sashimi  
Mussel Salad  
Shrimp Cocktail  
Fresh East Coast Oysters  
Tuna Poke  
Split Cold Water Lobster Tails  
Scallop Ceviche

**MP per person**

## FLATBREAD PIZZA

Margherita, BBQ Chicken, Pepperoni, White Pizza,  
Hawaiian, Grilled Vegetable, Mushroom,  
Braised Short Rib

**\$12.00 per person (choice of 3 selections)**

## ASIAN

Crunchy Ramen Noodle Salad,  
Crab Wontons with Ponzu,  
Vegetarian Spring Rolls, Kimchee Salad,  
Vegetable Fried Rice, Edamame,  
Teriyaki Chicken Skewers

**\$14.00 per person (choice of 3 selections)**

## BUFFALO

Beef on Weck Sliders, Buffalo Chicken Wing Sliders,  
Chicken Wings, "Bison" Chip Dip, Beer-Cheese Dip,  
Pierogies with Kielbasa and Peppers & Onions

**\$12.50 per person (choice of 3 selections)**

## SLIDERS

Cheeseburgers, Pulled Pork, Buffalo Chicken,  
Grilled Portobello, Fried Chicken, Philly Cheesesteak  
**\$14.00 per person (choice of 2)**

Optional Upgrade of Parmesan Truffle Potato Chips  
**\$3.00 per person**



# Displays & Stations

CONTINUED

## CARVING\*

Grilled Beef Tenderloin // **\$19.75 per person**  
Roasted Manhattan Strip Loin // **\$18.50 per person**  
Slow Roasted Top Round // **\$15.00 per person**  
Grilled Flank Steak // **\$17.00 per person**

Slow Roasted Turkey Breast // **\$12.00 per person**

Honey Glazed Country Ham or Roasted Pork Loin // **\$14.95 per person**

Roasted Leg of Lamb or Rack of Lamb // **\$16.50 per person**

**Sauce Options:** Horseradish Cream Sauce,  
Bearnaise Aioli, Chimichurri, Romesco, Cranberry Aioli,  
Whole Grain Mustard, Red Wine & Pear Sauce,  
Espresso BBQ, Pineapple Mango Salsa, Tzatziki,  
Cilantro Mint Aioli

**Roll Options:** Mini Kimmelweck, Kaiser or Brioche Rolls

**\*PLEASE NOTE THERE IS A \$125.00  
CHEF CARVING FEE FOR THIS STATION**

## PASTA

Rigatoni Bolognese  
Cheese Tortellini with Marinara or Pesto Sauce  
Baked White Cheddar & Smoked Gouda Mac-n-Cheese  
Shrimp Scampi with Linguini  
Penne with Vodka Cream Sauce  
Cavatelli with Mushrooms, Spinach & Truffle Cream Sauce  
Farfalle Arrabiatta with Hot Peppers & Pomodoro Sauce  
Seasonal Pasta Primavera  
**\$9.50 per person (choice of 1 selection)**  
**\$12.50 per person (2 selections)**

**ACCOMPAINED WITH GARLIC BREADSTICKS  
& GRATED PARMESAN CHEESE**

## PETITE PASTRIES

Cranberry White Chocolate Blondies  
Mixed Berry Shortbread Bars  
Cinnamon Shortbread Sandwich Cookies  
Lemon Bars  
Brownie Bites  
Iced Pumpkin Cookies  
Hello Dolly Bars  
Toffee Blondies  
Apple Cinnamon Coffee Cake Bites  
Raspberry Crumble Bars  
Chocolate Crinkle Cookies  
Mini Cupcakes  
Flourless Chocolate Cake Bites  
Coconut Cream Puffs  
Pecan Bars  
Ginger & Vanilla Cutout Cookies  
Peppermint Shortbread Bark  
Assorted Mousse Cups  
Assorted Cheesecake Bites  
Assorted Tarts  
Assorted Cookies

**\$8.50 per person (4 selections)**

# Bar Packages

ALL BAR PACKAGES INCLUDE  
SODAS, JUICES & MIXERS

## CLASSIC

**Liquors:** New Amsterdam Vodka, New Amsterdam Gin,  
Bacardi, Calvert Whiskey, Early Times Bourbon, Lauder's Scotch

**Beers:** Labatt Blue, Labatt Blue Light

**Wines:** Chardonnay, Pinot Grigio, Cabernet, Merlot

one hour - \$12.00 per person // two hours - \$16.00 per person  
three hours - \$20.00 per person // four hours - \$24.00 per person

## SIGNATURE

**Liquors:** Tito's Vodka, Tommyrotter Vodka,  
Tommyrotter Gin, Bacardi, Seagram's 7, Four Roses Bourbon,  
Dewar's White Label Scotch

**Beers:** Labatt Blue, Labatt Blue Light, Big Ditch Hayburner IPA,  
42 North Westphalia Kolsch

**Wines (choice of 5):** Pinot Grigio, Sauvignon Blanc, Chardonnay,  
Riesling, Rose, Cabernet, Pinot Noir, Malbec, Sparkling Wine

one hour - \$15.00 per person // two hours - \$20.00 per person  
three hours - \$25.00 per person // four hours - \$30.00 per person

## PREMIUM

**Liquors:** Tito's Vodka, Ketel One Vodka, Ketel One Citron Vodka, Hendrick's  
Gin, Bacardi Rum, Captain Morgan Spiced Rum,  
Jack Daniels, Jameson, Bulleit Bourbon, Johnny Walker Red,  
Herradura Tequila

**Beers (choice of 4):** Labatt Blue, Labatt Blue Light, Big Ditch Hayburner IPA,  
42 North Westphalia Kolsch, Stella Artois,  
Founder's Porter, Allagash White

**Wines (choice of 6):** Pinot Grigio, Sauvignon Blanc, Chardonnay,  
Riesling, Rose, Cabernet, Pinot Noir, Malbec, Sparkling Wine (included)

one hour - \$18.00 per person // two hours - \$24.00 per person  
three hours - \$30.00 per person // four hours - \$36.00 per person

BEER & WINE PACKAGES AVAILABLE UPON REQUEST



# Terms of Agreement

## BOOKING AN EVENT

- A deposit is required if you wish to secure a date for Oliver's catering and services. A deposit of \$2500.00 must be sent to Oliver's with a signed copy of the Terms of Agreement. Deposits paid to Oliver's (for catering at a private location) will be applied to your final bill. Deposits are non-transferable. All payments must be made by cash, cashier's check or local bank check.
- Depending on your venue, a rental fee may be deducted from your deposit. Please contact the Catering Department for more information on rental fee.
- All courtesy holds will expire after 14 days if a deposit/rental fee has not been received. The date will be released, and considered available for booking.
- Because of permitting issues, Oliver's requires that events with bar service are booked (with a deposit received) no later than one month to the actual event date. Exceptions may be made under certain circumstances, however a short-term booking fee may apply.

## CANCELLATIONS

- 50% of the deposit will be refunded only if a party of equal value is booked on the original date. A cancellation fee (to be evaluated on an individual basis) may also apply.
- For cancellations within one month of the booked event, any payments due and/or remitted to date will be considered non-refundable.
- If a party's performance under this Agreement is subject to acts of God, war, government regulation, terrorism, disaster, strikes, civil disorder, a travel restriction issued by a governmental agency, curtailment of transportation facilities, or any other emergency of a comparable nature beyond the party's control that in each case make it illegal or impossible to perform its obligations under this Agreement. In such event, the terminating party shall give written notice of termination to the other party within five (5) days of such occurrence. The parties shall thereafter work together to find mutually agreeable re-scheduling dates. The foregoing shall not, however, give rise to any reason for Oliver's to return any deposits, nor excuse the payment of any cancellation fees on the part of the contracting party.

## CHARGES & FEES

- Oliver's will obtain the required New York State Liquor Authority Permit (currently \$48.00 per) for each bar location at your event. The cost will be added to your bill. Oliver's Catering must apply for the permit 30 days prior to your event date. In the event Oliver's applies for the necessary permit(s) for your event and the event does not take place with Oliver's Catering, you will be held financially responsible for the cost of the permit and will be required to reimburse Oliver's Catering department.
- A cake-cutting fee of \$1.50 per person will be applied to your final bill if we will be serving your cake from an outside vendor.

## CHARGES & FEES (continued)

- Your function may require rental items (china, glassware, cooking equipment). Oliver's will place and coordinate your rental order with your company of choice.
- Rental charges are the responsibility of the client and must be settled directly with the rental company. Most rental companies will require payment prior to delivery. Please contact the rental company directly to arrange payment. Please also note that some rental companies charge fees for damaged or missing items after the event. Oliver's is not responsible for lost, stolen, broken or damaged rental items
- An administrative fee will be applied to all functions. This charge covers the various costs of executing your event, but is not distributed as a gratuity to the servers. An estimated quote of this charge will be provided with your event proposal. An accurate quote can be provided 10 days prior to your function, upon Oliver's receipt of your guaranteed number of guests.
- A loss and breakage fee of 50c per guest will be applied to functions taking place at our exclusive venues.
- For cash or consumption bars, a bartender fee will be charged at \$22 per hour, per bartender from arrival on-site until departure. This is not a gratuity and is not distributed to the staff. This fee will be applied in addition to the administrative fee.
- Your total bill is subject to 8.75% sales tax. If your organization is tax exempt, Oliver's must receive a current copy of your certificate by the time payment is due.
- There is a spending minimum of \$1250.00 in food and beverage for all catered events taking place Monday thru Friday and a spending minimum of \$1500.00 in food and beverage for all catered events taking place Saturday thru Sunday. This spending minimum must be met prior to tax and administrative fees.
- For drop-off catering there are spending minimums of \$500.00 in food and beverage for deliveries Monday - Friday daytime, \$750.00 for Monday - Friday evening, and \$1250 for Saturday and Sunday. Delivery fees may apply.
- For weddings and large events, payment for one third of the estimated total cost is due thirty days prior to the function. Pricing will be guaranteed at this time. This payment is non-refundable or transferable. In the event of a cancellation within 30 days, this payment will be due and retained by Oliver's as a cancellation fee.
- Payment in full is due 48 hours prior to the function. All payments must be made by cash, cashier's check or local bank check. Non-local bank checks will only be accepted two weeks in advance of the event. Credit cards cannot be accepted for catered events. In the event of a cancellation within 48 hours, full payment for the final invoice based on the guaranteed number of guests will be due and retained by Oliver's as a cancellation fee.
- For house parties, payment by local check can be accepted at the conclusion of the event.
- Oliver's reserves the right to modify payment terms and schedules.

# Terms of Agreement

CONTINUED

## GUARANTEED NUMBERS & MINIMUMS

- Ten business days prior to your function, Oliver's requires a guaranteed minimum number of guests. This is the minimum number for which you will be financially responsible. It is the client's responsibility to notify Oliver's of this guaranteed minimum by the deadline. If you do not contact the Catering Department by this date, it will be assumed that the most recent guest estimate on file is your guaranteed minimum. The guaranteed minimum number may increase, but not decrease after the noted date. Increases will be accepted up to 7 business days prior to the event. Any increases received within 7 business days of the function, if they can be accommodated, will incur extra charges to reflect the cost of re-ordering and/or re-prepping menu items.

## POLICIES

- In compliance with New York State Liquor Law, no alcoholic beverages may be brought into or removed from a catered location unless specific arrangements have been made with the catering department prior to the event.
- Bartenders are not allowed to pour shots or "doubles". This is in an effort to minimize guest intoxication.
- Oliver's cannot allow food to be provided by an outside vendor unless specific arrangements have been made with the catering department. Wedding cakes are excluded from this policy.
- Mandated time frames may apply to your function and are specific to location.
- Please ensure that your DJ or Band's contracted times correspond with your bar hours. Your event will be scheduled to end when the bar closes.
- Any damage to the function location, items at the location, or rental equipment is the sole responsibility of the client. Oliver's is not responsible for lost, stolen or damaged property, or items left at the location after the conclusion of the event.
- Package discounts are based on a minimum guest count of 75 guests. In the event that your guest count drops below 75 regular menu pricing will apply.
- Proposals are intended as estimates only and are not a guarantee of final cost. Be aware that any changes that are made to your function (including bar hours, arrival times, menu items and number of guests) may change your cost per person and/or your administrative fee. All pricing is subject to change according to the fluctuating cost of menu and service items. Pricing will be guaranteed 30 days prior to the event, when the first payment is made.
- All unconsumed food and beverage are property of Oliver's Restaurant & Catering and are not permitted to leave the venue unless authorized by the Catering Manager prior to the event.
- No alcohol is permitted to leave the venue or brought in from outside sources.
- Oliver's reserves the right to refuse alcoholic beverages to anyone appearing to be intoxicated. Furthermore, Oliver's reserves the right to ID any guest appearing to be under twenty one years of age.

## OUTSIDE VENDORS & DECORATIONS

- Oliver's requires all clients to submit any outside vendor information to your Catering Manager for your event.
- Oliver's does not permit the affixing of anything to the walls, floors or ceilings of any venues unless previously discussed with the Catering Manager and approval is given in advance. Any damages to venue premises caused by the client and/or their attendees will be charged to the person responsible for the event.
- No confetti, glitter, rice, or other materials may be thrown inside or outside any of Oliver's exclusive venues.
- Oliver's does allow outside vendors for dessert. All items brought in must be ready to serve on platters or dishes provided by client or vendor.



# Terms of Agreement

CONTINUED

## IMPORTANT DATES ASSOCIATED WITH THIS EVENT

- Payment for estimated 1/3 is due by **30 days prior to the date of your event.**
- Final menu confirmation is due by **30 days prior to the date of your event.**
- Guaranteed minimum guest count is due by **10 business days prior to your event date.**  
Final guest count is due by **7 business days before your event date.** We may not be able to accommodate guest increases after this date.
- Full payment is due by **48 hours before the event** unless otherwise specified by Oliver's Catering department.
- Payment must be made by local check, cashier's check or cash. Credit cards cannot be accepted as a payment option.

Enclosed is a deposit of \$\_\_\_\_\_ to reserve Oliver's catering services at \_\_\_\_\_ on the date of \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

All clients must agree upon submission of deposit to adhere to the policies and regulations contained in these "Terms of Agreement", as well as the deadlines noted above. I have read and understand the Terms of Agreement.

I agree to abide by the policies exactly as they are written above.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

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