



Andrae's Kitchen Request Form – Event Participation

Please complete legibly & send on one page via email: andrae@laportebrune.com
START times: 12pm, 12:30pm, 1pm, 6pm, 6:30pm, 7pm or 9:00pm
CLOSED: On all major Holidays, unless special arrangements are made

Today's Date:

- CLIENT** (company, organization, person, etc):
- CONTACT'S NAME & #** (mobile/day of event):
- EVENT NAME:**
- EVENT DATE, DAY & TIME** (3 hour slot):
- FAX #:**
- EMAIL:**
- ADDRESS** (billing):
- ADDRESS** (event location):
- ANTICIPATED ATTENDANCE:**
- PARKING ARRANGEMENTS:**

Kitchen Minimum Order Guarantees (based on a three hour time slot)
 \$1000+ for **most** Events (Sunday – Thursday)
 \$1000+ for **most** Events ending before 9pm (Friday & Saturday)
 \$1500+ for **most** Events ending after 9pm (Friday & Saturday)
 18% non-refundable service charge (plus travel fees, if applicable) apply

(please do not write below this line, for office use only)

<input type="checkbox"/> / <input type="checkbox"/> Event day & date	
<input type="checkbox"/> / <input type="checkbox"/> Event placed on AK Calendar	
<input type="checkbox"/> / <input type="checkbox"/> CC auth form sent	25% security deposit \$ _____
<input type="checkbox"/> / <input type="checkbox"/> Contract received (executed)	8.6% sales tax: \$ _____
<input type="checkbox"/> / <input type="checkbox"/> Countersigned contract sent	Travel: \$ _____
<input type="checkbox"/> / <input type="checkbox"/> Paid in Full	Grand total: \$ _____

CC on File: YES or NO	Min Guarantee: \$ _____
	Total Sales: \$ _____
	Balance due: \$ _____

/ Details --> Event Contact: _____
 Special Notes: _____
/ Event follow up: _____

Notes: _____
