



FULL SERVICE QUESTIONNAIRE

Please complete and return via email - catering@706charlesstreet.com
OR if you prefer you and I can complete this form over the telephone.

Today's Date:

Name and Home Address:

Home Phone No:

Work No.

Alternate No.

E-mail Address:

1) **Day and Date of Event -**

2) **Type of Event -**

3) **Complete Address of Location -**

4) **Time and Length of Event -**

5) **Number of Guests - () Please include Vendors in this number**

6) **Budget - \$ _____ Applicable Service Charge(s) will be added to this amount.** Gratuity is not included.
 This is just an approximation. Answering this question helps Chef Jacques tailor a menu to fit your budgetary needs.

****TYPES OF SERVICES: *Plated Buffet with Servers | *Passed and/or Stationary Hors d'oeuvres | *Stations | Plate-Up (Tablesides Service – "Not" Buffet Service)**

7) Will you be having a Cocktail Hour/Appetizers? **Yes or No**

8) Do you want Cake Cutting Services by "706"? **Yes or No**

9) Beverage Provided by "706" - (without Alcohol) **Yes or No**

10) Do you desire Water Service? **Yes or No (This service is provided when utilizing China Only) – (Please inquire)**

11) Have you chosen a vendor to do your Cake/Cupcake Decorating? **Yes or No**

12) Will you be purchasing a Floral Bouquet for the Buffet Table? **Yes or No**

13) Any Allergies – Example: Seafood, Nuts, Fruit, etc. –

14) Plates of Choice (Premium Plasticware or China?) _____

RENTALS - China and Linen can be provided at an additional cost:

China | Silverware | Glassware – **Yes or No** Linen - **Yes or No** Cloth **OR** Linen-Feel Disposable Napkins

15) Colors of your Special Event? _____

16) Please tell us how you heard about "706?" _____

17) Payment Preference – Zelle, Check, Visa, MasterCard, Discover or Amex – _____

Comments: (Please List any Menu Preferences) –

Please offer any menu suggestions from our menus online. However, a menu can be customized for you.