

Palace Cafe & Catering Summer BBQ/Picnic Planning Form

You may print this blank form, using the "Print Form" button, complete it by hand, and deliver or mail it to:

Palace Cafe
139 South Murphy Avenue
Sunnyvale CA 94086

or fax it to 408 774 2948.

Or you may complete this form on your computer. If you wish to finish it in stages, please save it to your computer. Your keyboard's tab button will allow you to move from field to field.

Once completed, you may print this form, and fax, mail, or deliver it to us, or submit it as an attachment to an E-mail using the button at the end of this document.

Note to Chrome users: You must right-click on the PDF after it opens in Chrome and save it to your desktop, then open the file from your desktop to fill it out and send it.

Please provide as much information as possible, but each box need not be completed. Thank you.

Date of Event:

What is the time-frame for start and finish of event?

Where will the event be held?
(If needed, we can make venue recommendations.)

What is a rough head count of event attendees?

Will we simply delivery food, or would you like us to cook on-site?

Is there a water source at the site? Any details you think we may need?

If vegetarians will be in attendance, how many?

If any children under ten years' old will be in attendance, how many?

Will you require tables and/or chairs? Any details you think we may need?

Will you require table linens? Any details you think we may need?

Does your event have a theme?
If yes, please share some details:

Have you any planned games, activities, or entertainment? If yes, please share some details:

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Will you have any give-aways?
If yes, please share some
details:

Will you need a DJ or band? If
yes, please share some
details:

Would you like to serve wine,
beer or cocktails? A hosted
bar? Beverage service? If yes,
please share some details:

Would you like to serve
dessert? If yes, please share
some details:

Would you like to serve
hors d'oeuvres? If yes, please
share some details:

What are your budget
parameters?

Please provide your name and
your E-mail address and/or
phone number.

Once this form is complete, you
may print it and fax, mail, or
deliver it to us, or submit it via
E-mail using the button at the
end of this document.

When you click the Submit by
E-mail button, you will have the
option of selecting an E-mail
client if you have one on your
computer (Microsoft Outlook
for example) or Internet E-mail
(such as your online version of
gmail, yahoo mail, or outlook
web mail).

If you select E-mail client, all
you need do is click send.
If you select Internet E-mail,
please be sure it is addressed to
catering@palacecafe.net.

Thank you!

PALACE CAFE & CATERING

139 Murphy Avenue • Sunnyvale, California

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