



EVENT INQUIRY

Thank you for thinking of Marché Catering for your event. We're happy to put together a proposal and estimate for you, and the information on this form will help us design a successful event. Please note that this is not an order or confirmation, just the beginning of a conversation about your catering needs.

CLIENT INFORMATION

Contact Name: _____ Company: _____

Billing Address: _____

Phone: _____ Cell Phone: _____

Email _____ FAX: _____

EVENT & SITE INFORMATION

Event Day & Date: _____ Start Time: _____ End Time: _____

Occasion: _____ Number of Guests: _____

Type of Service: Full-Service with Staff Drop-Off & Setup Delivery Pickup I'm not sure yet

Location: _____ Location Phone: _____

Location Address: _____

Are there kitchen facilities? yes no If yes, may we use: ovens refrigeration burners counter space

If no, will we have access to: potable water electricity loading area

Are there any special delivery instructions or access logistics we should know about?

BEVERAGE INFORMATION

Type of Service (check all that apply): Full Bar Beer & Wine Iced Tea, Lemonade Marche Seasonal Soft Drink

Individual Soft Drinks Sparkling Water Coffee Service

Is there anything we should know about your beverage needs? _____

→PLEASE SEE THE OTHER SIDE FOR MENU AND BEVERAGE INFORMATION→

MENU INFORMATION

What are you looking for, in the way of food? If there are specific menu items you'd like to have, let us know below.

Or, give us a general idea of your vision for the food and we'll put together a menu.

SERVICE

Type of Service (check all that apply): Passed Hors d'Oeuvres Casual Buffet Formal Buffet

Plated Sit-Down Meal Family-Style Meal

Do you need help with: Vendor Recommendations (rentals, flowers, event planners) Table Setting

Decor Placement (place cards, flowers, etc.) Post-Event Equipment Breakdown

EQUIPMENT & SERVICEWARE

Equipment & Serviceware Needs (check all that apply):

Casual Disposable (compostable paper, clear corn-based plastics) Elegant Disposable (black paper, plastic)

China Plates Glassware Linens Flatware Tables & Chairs None, thanks, we've got it covered

For durable serviceware (glass, china, etc.) we'll put together a list and connect you with an appropriate rental company.

Is there anything we should know about your equipment needs? _____

PLANNING & LOGISTICS

Is there anything we should know about your planning schedule, budget or vision for the event? _____

THANK YOU FOR YOUR INQUIRY! WE WILL BE IN TOUCH AS SOON AS WE CAN TO TALK FURTHER ABOUT YOUR EVENT.

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