



## CATERING REQUEST FORM

### CONTACT DETAILS

Contact \_\_\_\_\_

Company \_\_\_\_\_

Street & house number \_\_\_\_\_

ZIP code & city \_\_\_\_\_

Telephone number \_\_\_\_\_

Mobil phone number \_\_\_\_\_

Email \_\_\_\_\_

Homepage \_\_\_\_\_

Client  privat  geschäftlich

### EVENT DETAILS

Number of guests \_\_\_\_\_ people

Event days from \_\_\_\_\_ to \_\_\_\_\_ (Set-up day) \_\_\_\_\_ (Dismantling day) \_\_\_\_\_

Service time on site from \_\_\_\_\_ to \_\_\_\_\_ (Set-up from) \_\_\_\_\_ (Dismantling to) \_\_\_\_\_

Venue  Identical with contact details  Different address

Street and house number \_\_\_\_\_

ZIP code & city \_\_\_\_\_

Possibly: Name of location \_\_\_\_\_

Contact on site \_\_\_\_\_

Telephone number \_\_\_\_\_

Mobil phone number \_\_\_\_\_

Email \_\_\_\_\_

Delivery at ground level  YES  NO

Cargo lift  YES  NO

Place to park a truck  YES  NO



The occasion of the event  Wedding  Birthday  Company celebration  
 Christmas celebration  Others \_\_\_\_\_

Type of event  Street Food  Buffet  Menu  
 Standing reception  Daytime catering  Coffe/ cake  
 Others \_\_\_\_\_

### SCOPE OF SERVICES

Dishes  Cold  Warm  Cold & warm  
 Number of courses \_\_\_\_\_  
 Allergies/ intolerances \_\_\_\_\_  
 Others \_\_\_\_\_

Beverages  Aperitif  Corresponding drinks to be served  
 Warm drinks  Bar Drinks  
 Others \_\_\_\_\_

Staff  Kitchen Staff  Service personnel  Childcare  
 Barkeeper  Hostesses  
 Others \_\_\_\_\_

Equipment  Dishes, glasses, cutlery  Table linen  Furnishings  
 Table decoration  Room decoration  
 Others \_\_\_\_\_

### BUDGET

Budget specification plus VAT  Per person \_\_\_\_\_ EUR  
 Total \_\_\_\_\_ EUR

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or **by post** to: Bunte Burger GmbH, Hospeltstr. 1, 50825 Köln, Germany