

Clambake Questionnaire

Name **warren nickerson**

Phone Number **508 428n2085**

Email Address **sandynick@comcast.net**

Instagram Handle

Date of Event **July 1,**

Address of Event **84 Narrows Way Cotuit, MA**

Name of Venue (if Applicable) **Home of Tom and Kate Churbuck**

1. Will this be a beach set up? Yes or No **no**

If YES, an extra charge may be added depending on how far of a walk it will be from the parking area.

If your function will be on a beach, please take into consideration the time of high tide.

2. What type of Clambake will you be hosting? Pot Style **Pit Style**

a. Roughly how far of a walk is it from where we will be parking and your event? **50 feet**

b. Will there be running water available? Yes or No **yes**

c. Do you have underground irrigation ? Yes or No **yes**

****Please be advised that you will need to mark all irrigation, and call DIGSAFE at 1-888-DIG-SAFE to have underground utilities marked prior to your event. A 5x5 pit will need an area of 15x15. Please be aware that there may be damage to the property around the pit.***

3. Are rental items needed? Yes or No **yes**

a. What company will be providing rental items? **yours**

***If we are supplying the rental Items, please check all items that you will be in need of...**

Tent	<input checked="" type="checkbox"/>
Tables	<input checked="" type="checkbox"/>
Chairs	<input checked="" type="checkbox"/>
Linen	<input checked="" type="checkbox"/>
Side Walls	
Lighting	<input checked="" type="checkbox"/>
China	<input checked="" type="checkbox"/>
Silverware	<input checked="" type="checkbox"/>
Glassware	<input checked="" type="checkbox"/>
Dance Floor	

b. Is this a Rental Property? Yes or No **no**

If YES, please be aware that our typical days of set up are Thursday and Friday and days of take down are Monday and Tuesday. If you will need these services on a different day there is an additional charge of \$100 for Saturday or Sunday.

****It is the customer's responsibility for set up of tables and chairs, however we do offer this service for an additional \$1.50 per guest.***

It is also the responsibility of the customer to pull all permits needed for tent set up and to have underground irrigation and utilities marked as well.

You must call DIGSAFE at 1-888-DIG-SAFE prior to the event to have underground utilities marked.

4. What is the occasion for your event? 80th birthday

If event is a wedding...

- a. What time is the wedding ceremony? Enter the time, or N/A
- b. Will the wedding ceremony take place on site? Yes, No or N/A
- c. Do you have an event planner if so please enter their contact info or N/A?

(If you do not have an event planner, we highly recommend having someone available that day to direct and answer any questions that may come up. We also suggest having a timeline of events to help prepare.)

5. Will you be using china? Yes or No **yes**

If YES, please make the rental company aware that you are having a clambake; they will know the correct size plates to provide.

**There are additional fees of \$2.00 per guest for table set up, \$2.00 per guest for china service clean up, and \$3.00 per guest for china and glassware clean up.*

6. Will you need extra staff to fill water glasses? Yes or No **yes**

**This service is offered at \$2.00 per guest and includes water, ice, and water pitchers.*

7. Will you need extra staff to stay behind to help with extra cleanup after? Yes or No **yes**

**This service is offered at \$2.00 per guest.*

8. Will you need cake cutting services for your wedding cake? Yes or No **no**

**To add cake cutting there is an added fee of \$1.25 per guest.*

9. Will you require a bartender? Yes or No **yes**

Price for bar service is \$8 per guest to serve Beer and Wine, \$10 per guest for Full Bar.

****Price is based on 50 guests or more. Please see descriptions below.***

Beer & Wine

Includes TIPS-certified bartender(s), liability insurance, ice, storage containers to keep beer and wine cold, plastic cups (glassware can be provided for an additional fee), cocktail napkins, bar supplies

Full Bar

Includes TIPS-certified bartender(s), Includes liability insurance, ice, juice and soda for standard bar drink, limes, olives, lemons, storage containers to keep beer and wine cold, plastic cups (glassware can be provided for an additional fee), cocktail napkins, bar supplies.

- a. Customer is required to provide all beer, wine, and/or liquor.
- b. All bar products need to be where the bar is located, or our staff will need to show up earlier in order to have time to set the bar up.
- c. We will need to know what types of drinks are being served.
- d. Customer will need to provide table and linen for the bar, and any electricity needed, for lighting or appliances.

10. Will you be serving appetizers? Yes or No **yes**

11. Will you be having a raw bar? Yes or No **yes**

12. Will you need kid's meals? Yes or No **no**

13. Will you need vegetarian options? Yes or No **no**

14. Please list all known food allergies your guests may have, or N/A

****We will need to know which appetizers you would like to serve, along with your final count, 10 days prior to your event.***

Dear Warren,

We at Clambakes Etc. and Osterville Fish would like to thank you for the opportunity to cater your special occasion. We hope through our hard work your day as well as your guest's will be fun, filling and most of all relaxing for you.

This contract is made effective as of 06/11/2018, by and between Warren Nickerson of P.O. Box 248 , Cotuit, MA. 02635, and Clambakes Etc. of 2952 Falmouth Rd. Osterville MA. 02655.

Beginning on 07/01/18, Clambakes Etc. will provide the services of "catering of a clambake" for Warren Nickerson's function. Clambakes Etc. will arrive at least one hour prior to the stated eat time and set up a cook station with all equipment needed to cook and serve the food. The buffet tables will be covered in white linens and include all plastic ware, foil plates, chowder cups, napkins, lobster bibs, wet naps, oyster crackers, claw crackers and trash barrels. The menu consists of the guest's choice of lobster, steak or chicken, served with clam chowder, mussels, steamers, corn, potatoes, linguica, coleslaw, dinner rolls and watermelon. As the guests are finishing their meals Clambakes Etc. will help to clean up any trash as a result of the service provided.

The pricing is as follows and based on adult meals: pot style 30-74 adults is \$39.00 per person, 75-150 adults is \$34.00 per person, and 150+ adults is \$32.00 per person. Pricing on our pit style clam bake is \$42.95 per person and requires a 50 person minimum and \$39.00 per person for party's 100+ adults. A raw bar may be added for an additional \$10 per person. There will be an 18% administrative fee and 7% meals tax added on to the final bill. In addition, certain rental items will have a 6.5% damage waiver associated with your invoice. For your convenience, we accept payment in the forms of cash, personal check or credit card (please be aware that there will be a three (3) percent charge added to all credit card payments to cover the cost of the credit card processing fee)

In exchange for the services, Warren Nickerson agrees to pay a \$200.00 non-refundable deposit to hold said date, and the balance of which is to be paid in full on 07/01/18. We also require the final guest count 10 days prior to the date of your function. After we receive your final count, if you need to cancel your event for any reason you are responsible for 50% of the invoice amount. . A finance charge of 1-1/2% per month (18% annum) will be charge to any outstanding balance on your account after the date of your event. Any attorney fees incurred to collect payment will be paid by you the customer.

Feel free to contact us with any questions or concerns. We are here to make your party planning as easy as possible. We look forward to seeing you soon.

Please note tent permits and marking of any underground utilities are the responsibility of the customers. Please call Dig Safe at 811 to arrange. Thank You.

Please initial here _____

Explanation of Fees and Terms:

Massachusetts law requires that a 6.25% meals tax be charged on all food and beverages. The town of Barnstable has elected for us to charge an additional .75% on all food and beverage. Massachusetts law requires that a 6.25% sales tax be charged on all rental items, including but not limited to tents, tables, chairs etc. There is an 18% administrative fee (on all food, beverage and service) which covers expenses incurred to produce this event including but not limited to labor, logistical planning, administrative costs, trash removal and recycling, liability coverage, etc. This administrative fee does not represent a tip or service charge for the staff onsite. However the staff onsite are not paid as service employees and are well compensated for the work provided and the event managers onsite do receive additional compensation. If you have any questions at all please feel free to contact us.

Bakes Etc Inc., DBA Anchor Tents & Clambakes Etc.

2952 Falmouth Rd. Osterville, MA. 02655

Address of Event: 84 Narrows Way Cotuit

Phone Number: 508 428 2085

Email Address: sandynick@comcast.net

Additional Comments:

some issues i.e. apps in addition to raw bar will need to be discussed as
time gets closer

Service Recipient:

Service Recipient Sign Here:

Warren Nickerson of P.O. Box 248 , Cotuit, MA. 02635

Date: _____

Service Provider:
Clambakes, Etc.
(774) 413-9191

By: 

Paul Dean
Owner

Date: 06/11/2018

Customer ID: 5021