



Confidential Client Intake Form

We look forward to hearing all about your upcoming event and wish to gather pertinent information prior to meeting with you to discuss your event. With the information below, we will be able to assess your needs and be prepared with any further questions we may have.

Please take a few minutes to complete this form, then email to catering@statehouserestaurant.com and we will be in touch with you within one business day of reviewing your information.

Thank you for choosing Statehouse Catering.

Before you begin, "Save-As" this form to your own computer. Upon emailing, attach your file.

Contact Information:

Name:

Email address:

Daytime phone number(s):

Organization:

Event Information:

Date of Event:

Location of event:

Start & End time of your event:

Food out/delivered by what time:

Please describe the event:

Are there any goals that you wish to achieve?

Approximately how many guests will attend your event (Final count needs to be confirmed 5 business days prior to the event)?

If your event takes place in the Eureka Room, you are responsible for arranging the room to accommodate your needs and return it to its original configuration. Statehouse can also do this on your behalf.

- I will take care of the room set-up and breakdown myself
- I would like for Statehouse to quote me room the set-up and breakdown

Menu:

- Select what you would like to have for food and/or beverages
- We try and accommodate any special requests. Contact us if you would like to discuss other food or beverage options
- All Food & Beverages are subject to 8.25% Sales Tax and 20% Service Fee
- Disposable platters, plates, silverware and napkins, setup and breakdown are included. Additional decoration available upon request
- **Food Allergies:** Our products may come into contact with common allergens, including wheat, peanuts, soy, tree nuts, milk, eggs, fish and shellfish. Before placing your order please make us aware of any food allergies & special requirements
- **Final guest count & menu order must be confirmed 5 business days prior to event**
- **Health Code Regulations prohibits you from taking any left-overs home with you**

Catering Contract

Customer Name:

Organization:

Statehouse LLC (the "Caterer") is tentatively holding the following space and/or event date for your upcoming function:

Event Name:

Type of Event: As specified on Page 2

Number of Guests:

Event Location:

Time:

Initial Non-Refundable Deposit Required for Private events: A non-refundable deposit of 50% is due upon signing of this Contract. Statehouse LLC will apply the balance due day of event to the debit/credit card provided by the Customer.

Deposit Payment Method: Check Debit/Credit card
Checks to be mailed to Statehouse LLC, 8990 Camino del Avion, Granite Bay, CA

I have read this catering contract and agree to the specifications stated Therein:

_____ Date
Accepted by host

_____ Date
Accepted by Statehouse

Credit Card Authorization Form

Please complete the credit card information below:

Credit Card Type (circle one): Master Card Visa AMEX

Name on Credit Card:

Billing Address for Card:

Credit Card Number:

Expiration Date: _____ V-code _____

Signature: _____

Statehouse Catering Menu (revised April 2018)



Please fill out the Quantity in the "order" column

Drinks (per each)

	Price	Order
Assorted Can Sodas - Coke, Diet Coke, and Sprite	\$2.00	
Specialty Sodas	\$3.00	
Niagara Bottled Water	\$2.00	
Mountain Valley Sparkling Water and Still Water	\$2.75	
Iced Tea	\$2.00	
Coffee Service per person	\$1.70	
Hot Tea Service per person	\$2.70	
Coffee "joe to go" - serves 10-12 people	\$18.00	
5 Gallon Cmbro Coffee Serves 50	\$75.00	
Orange Juice	\$2.00	
Assorted Fresh Juices - Berry, Mango Green Smoothies	\$3.75	

Wine, Beer, Cocktails (per each)

	Price	Order
Domestic Beer - Bud, Bud Light, Miller	\$5.00	
Premium Beer - Stella, Corona, Sierra Nevada	\$7.00	
Wine - Cabernet & Chardonnay	\$8.50	
Alcoholic Cocktails	upon request	
Non-alcoholic Cocktails (Mocktails)	starting at 4.50	

Note there is no cash bar allowed!!
NO ALCOHOL IS TO BE SERVED BEFORE 5:00PM IN THE EUREKA ROOM

Statehouse Catering Menu (revised April 2018)

Hors d'oeuvres

Order Guidelines

It can be challenging to know how many items to order afor your event. consider this a **guideline only**, based on our past experience, for a 2 Hour event:

How many Different items should I order? Minimum 1 of each for every guest

How many Total items should I order? 5 to 7 items per person (without alcohol served),

7 to 9 items per person (with Alcohol served)

Example - 100 guests with alcohol:: 7-900 total items, 7 to 9 different kinds

Stationary Platters (per person - min. order 30 per item)

	Price	Order
Trio of Hummus and Pita Chips	\$5.00	
Assorted Artisanal Cheeses and Garnishes	\$10.00	
Assorted Charcuterie and Accompaniments	\$10.00	
Assorted Seasonal Fruit	\$5.00	
Seasonal Vegetable Crudit�	\$4.00	
Mediterranean Roasted Vegetables	\$6.00	
Antipasto Platter – assorted cheeses and charcuterie, roasted vegetables	\$11.00	

Hors d'oeuvres – (per each, minimum order of 50 pieces)

	Price	Order
Caprese Skewers – cherry tomato, mozzarella, basil, and balsamic	\$1.25	
Smoked Salmon and Cucumber – dill cr�me fraiche	\$2.00	
Beef Tartare Crostini	\$3.00	
Capitol BLT's – bacon, lettuce, and tomato with roasted garlic aioli	\$1.75	
Shrimp Cocktail – Cocktail sauce, lemon	\$2.50	
Mini Pesto Beef Wellingtons	\$3.00	
Loaded Mini Baked Potatoes – bacon, cheddar, sour cream, and chives	\$2.50	
Chicken Teriyaki Skewers	\$2.00	
Stuffed Mushrooms – herbed goats cheese, breadcrumbs	\$1.50	
Crispy Orzo Mac & Cheese	\$1.50	
Cilantro Lime Shrimp Skewers	\$2.50	
Bacon Wrapped Shrimp	\$2.75	
Petite Spinach & Goat Cheese Quiches	\$1.50	
Petite Ham and Cheese Quiches	\$1.50	

Statehouse Catering Menu (revised April 2018)

Carving Station (per each - minimum order of 50 per item)

	Price	Order
Prime Rib	\$10.00	
Turkey	\$5.00	

Served with assortment of sauces and fresh baked bread

Desserts (per each - minimum order of 30 per item)

	Price	Order
Assorted Cookies	\$2.50	
Chocolate Brownies	\$2.50	
Assorted Macaroons	\$2.50	
Mini Fruit Tarts	\$2.00	
Mini Cobblers - seasonal fruit fillings	\$2.00	
Mini Chocolate Tarts	\$2.00	

All pricing subject to 8.25% Sales Tax and 20% Service Fee

Menus and prices may be subject to change. Will try to accommodate special request.

Food Allergies: Our products may come into contact with common allergens, including wheat, peanuts, soy, tree nuts, milk, eggs, fish and shellfish. Before placing your order please make us aware of any person in your party with any of these allergies.