



# SPECIAL EVENT PLANNING & ORDER FORM

## ABOUT YOU

First and Last Name\*: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Company\*: \_\_\_\_\_  
 Company / Billing Address\*: \_\_\_\_\_  
 City / State / Zip\*: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Phone Number\*: \_\_\_\_\_  
 Alternate Phone / Cell Number: \_\_\_\_\_  
 E-mail Address\*: \_\_\_\_\_  
 How did you hear about us\*? \_\_\_\_\_

## SELECT GATOR'S CATERS LOCATION:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Gator's Dockside Ocala<br>3920 SW 42 <sup>nd</sup> St., Suite 101<br>Ocala, FL 34474<br>352.433.2441 | <input type="checkbox"/> Gator's Dockside Tampa<br>5840 Fowler Avenue<br>Tampa, FL 33617<br>813.341.4445 | <input type="checkbox"/> Gator's Dockside Gainesville<br>3842 Newberry Road, Suite 1A<br>Gainesville, FL 32607<br>352.338.4445 |
|---|--|--|

## ABOUT YOUR EVENT

Date of Event\*: \_\_\_\_\_  
 Start Time\*: \_\_\_\_\_ End Time: \_\_\_\_\_  
 Event / Location Address\*: \_\_\_\_\_  
 City / State / Zip\*: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Number of Guests\*: \_\_\_\_\_  
 Type of Event\*:  Corporate Meeting  Social Reception  Birthday Party  Sporting Event  Working Lunch  Other: \_\_\_\_\_  
 Full Service Catering Budget: \_\_\_\_\_  
 Event Program or Theme: \_\_\_\_\_  
 Special Dietary Needs or Requests: \_\_\_\_\_  
 Type of Service\*:  Take Out  Delivery  Full Service

## PAYMENT INFORMATION

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Company Check | <input type="checkbox"/> Personal Check | <input type="checkbox"/> Invoice (Account Set-Up Required) |
| <input type="checkbox"/> VISA          | <input type="checkbox"/> MasterCard     | <input type="checkbox"/> American Express                  |

## CREDIT CARD PAYMENTS:

Name on Credit Card: \_\_\_\_\_  
 Credit Card Number: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_  
 Authorized Signature / Date: \_\_\_\_\_ / \_\_\_\_\_

## MENU SELECTIONS

### Party Platters:

Type: \_\_\_\_\_ Qty: \_\_\_\_\_

Type: \_\_\_\_\_ Qty: \_\_\_\_\_

Type: \_\_\_\_\_ Qty: \_\_\_\_\_

Type: \_\_\_\_\_ Qty: \_\_\_\_\_

### Box Lunches:

Type: \_\_\_\_\_ Qty: \_\_\_\_\_

Type: \_\_\_\_\_ Qty: \_\_\_\_\_

Type: \_\_\_\_\_ Qty: \_\_\_\_\_

Type: \_\_\_\_\_ Qty: \_\_\_\_\_

### Full Service Catering:

Theme Package: \_\_\_\_\_

Reception: \_\_\_\_\_

Specialty Station(s): \_\_\_\_\_

Bar / Beverage Service: \_\_\_\_\_

Breakfast: \_\_\_\_\_

\*Required fields.

I read and accept the terms and conditions\*

### Notes:

---

---

---

---

---

---

---

## THANK YOU FOR SELECTING GATOR'S CATERS!

Return this planning form to us via email or fax to the selected location. A catering specialist will contact you to confirm your order with you. Call us directly to answer any questions you may have or to create a custom catering experience.

Gator's Dockside Ocala  
3920 SW 42<sup>nd</sup> St., Suite 101  
Ocala, FL 34474  
352.433.2441  
Fax: 357.433.2484  
Chris@GatorsCaters.com

Gator's Dockside Tampa  
5840 Fowler Avenue  
Tampa, FL 33617  
813.341.4445  
Taurus@GatorsCaters.com

Gator's Dockside Gainesville  
3842 Newberry Road, Suite 1A  
Gainesville, FL 32607  
352.338.4445  
Jay@GatorsCaters.com





# TERMS, CONDITIONS & DETAILS

## **DELIVERY & CATERING SERVICE AREA**

Gator's Caters proudly serves Gainesville, Ocala and Tampa.

## **PARTY PLATTERS AND BOX LUNCHES**

Please place your order with 24 hours notice. Delivery is free within the service area for all orders of \$150+. Payment in full is due upon delivery or take out order placement and will include the applicable sales tax.

## **TIPS, TAXES, DELIVERY**

Tips, taxes and delivery are not included in party platters, box lunches or catering pricing. Customary gratuity of 15-20% of your total order is greatly appreciated.

## **CONDIMENTS, FLATWARE AND UTENSILS**

Your order comes with all condiments as well as standard, eco-friendly flatware, utensils and napkins. Ask your catering specialist about upgrading to the gourmet utensil package and additional needs and event resources such as linens, décor and more for your special event.

## **FULL SERVICE CATERING**

Please place your order with at least 1 week notice. A full catering contract will be created to include the details of your menu items, service fees and facility catering fees (if required). Please sign and return the contract with your deposit to validate contract. By signing this contract and remitting deposit, you agree to all terms and charges. Any changes to the contract may result in additional charges. A non-refundable 25% deposit of the grand total is due at order placement and the balance is due prior to the day of the event. Cancellations are refunded within 72 hours written notice of the event start time.

## **SPECIALTY STATIONS**

Due to the unique nature of our catering services and to ensure to highest food quality, there may be additional space, timing and service requirements to include the on-site Grill and Made-To-Order Fries. Please review these options with your catering specialist.

## **SUBSTITUTIONS AND SPECIAL REQUESTS**

All our catering options have been designed with our guests in mind to provide a variety of options. Please contact your catering specialist to customize your menu options, request substitutions or discuss special dietary needs and we will work with you on flexible pricing and menu items.

Menu items, availability and pricing are subject to change without notice.

**Call us directly to answer any questions you may have or to create a custom catering experience.**

Gator's Dockside Ocala  
3920 SW 42<sup>nd</sup> St., Suite 101  
Ocala, FL 34474  
352.433.2441

Gator's Dockside Tampa  
5840 Fowler Avenue  
Tampa, FL 33617  
813.341.4445

Gator's Dockside Gainesville  
3842 Newberry Road, Suite 1A  
Gainesville, FL 32607  
352.338.4445