



(fax) 978-356-0591 (email) catering@ipswichclambake.com (phone) 978-356-2050

Final Details Form

To assist us in planning for your event, please FAX or EMAIL this form to us 10 days prior to your event THANK YOU!
(From this point forward numbers may increase but cannot decrease)

Event Date: _____

Name of Company or Individual: _____

Event Address: _____

Contact Person (day of event): _____ Phone # _____

Guest Arrival Time: _____ Starting Time of Food Service: _____

Serve type: Expedited (all courses available) Standard (1 – 1.5 hours) *Extended: (1.75+ Hours)

*Extended Serve Times are subject to additional fees \$25 per ½ hour for each server

Is Ipswich Clambake responsible for setting up and/or breaking down guest tables & chairs? YES NO (additional charge for this service)

Adult Menu Choice: _____ (which menu have you chosen)?

_____ # of Adult Meals

_____ # of Children Meals (Hamburger/Hot Dog Meals) if children are eating the same menu as adults they are charged as such

_____ # of Vegetarian/Vegan Meals

If you have chosen **NEW ENGLAND I** Menu: # Lobsters _____ # Chicken _____ # Steak _____

We do not need these numbers for any other menu selection

Plastic Table Covers: White \$5.00 each Red & White Checkered \$3.00 each

Red & White Checkered Round: # _____ White Round: # _____

Red & White Checkered Banquet: # _____ White Banquet: # _____

Service Option: (please circle)

Standard paper & plastic included with menu pricing (included in meal price)

Hybrid Wrapped Stainless Flatware wrapped in Linen Napkin (\$3.00 per person)

China Package White or Ivory Napkins, White China Dishes, Water Glasses and Stainless Flatware (custom pricing)

Extra staffing is required - This package must be discussed at least 30 days prior to the event date with the sales office

Event Location Information:

Will we have access to an outside water source with a garden hose? YES _____ NO _____

From where we park our vehicle(s) how far away is the location that we will be setting up the cooking equipment and service tables?

_____ (in feet) Are there any stairs? YES _____ (#) _____ NO _____

If the serve time is later in the evening is there sufficient lighting near and around the cooking and service areas?

YES _____ NO _____

FORM OF FINAL PAYMENT (credit card payment is due 24 hours prior to event; Weekend event payments will be processed on Friday)

Credit Card on file or Pick up Check on the day of event (please circle payment method)

Are there any ALLERGIES that we should be aware of? Seafood / Gluten / Dairy / Nuts /Other (please specify)