

## CATERING REQUEST FORM

Name (Client/Company)? Contact e-mail/phone number? Preferred method of contact?

Date, time, location?

Estimated number of attendees?

What is the occasion?

What package were you interested in?

Any other special dessert requests (celebration cakes, cupcakes, tarts) Our in house pastry che can fulfill almost any request!

Would you like us to provide beverages? Specialty cocktails? Wine?

How did you hear about us?

Parking Description (Please give a detailed explanation of where the truck is expected to park.):

**\*Please read below before sending.**

Pico House requires a 50% deposit to secure any event. (This request form does not secure your event until the contract is signed and the deposit is paid!)

If your event is cancelled:

30 or more days prior to the event date, the full deposit will be refunded

15-29 days prior to event, ½ of the deposit will be refunded

4-14 days prior to event, the full deposit will be retained by Pico House

3 days or less prior to the event, the full amount of the event will be retained / owed to Pico House

Guaranteed Parking: Client must verify that we are allowed to park at the event location site. If, for any reason, Pico House is unable to park at the event, all monies for the event, in full, will be retained by Pico House. The Pico House truck cannot drive up hills with a 25% grade or higher. Please allow the following clearance: Length: 25 ft, Height 18 ft, Width 8 ft and Weight 15K. While we will always obey all legal and traffic laws, the Client will assume responsibility for any parking infractions/fees (including entrance fees and tolls) incurred during the contracted service.