



Candlelight Inn- 2907 Locust St. – Sterling, IL 61081

Thank you for thinking of the Candlelight Inn to cater your Event

Please keep in mind that we can customize any package to fit your needs. Please answer the following questions to help us prepare your quote to the best of our ability.

Primary Contact Information:

1. Name: _____
2. Email: _____
3. Phone: _____

Event Details:

4. Date: _____
5. Location: _____
6. County of Event Venue : _____
7. Number of Guests: _____
8. Formal Semi-Formal Casual
9. Sit-Down Plated Buffet Service Drop of Service
10. Potential Protein Choice:
Chicken George Chicken Pork Beef Other
11. Appetizers: Yes No
12. Bar Service: Yes No
13. Dessert: Yes No

Please provide any other details you wish to share with us. (Examples include: Appetizer ideas, type of beverage service, general budget per person, etc.)

- **Sit-Down, Plated Meal Service:** With this option, each guest will be served individually. In addition, service includes full setup & cleanup of equipment for dining purposes (i.e. prepared food, appetizer plates, dinner plates, water glasses, eating utensils & various catering equipment).
- **Buffet Service:** With this option, all guests serve themselves in a buffet line manner. In addition, service includes full setup & cleanup of equipment for dining purposes (i.e. prepared food, dishes, plates, utensils, serving dishes & catering equipment).
- **Bulk Catering Service (Drop-Off):** With this option, the food is prepared, packaged in bulk & delivered directly to the client's specified location. Please note that plates, cups, silverware, napkins, serving utensils and steam table setup services will be the client's responsibility. However, we do offer those services for a small fee. There is no cleanup service included with this option.

Please keep in mind we can customize any event. We look forward to working with you.

Please email your completed form to melissa@candlelightinnrestaurant.com or call Melissa at 815-718-1174 with additional questions.