MENTA e BASILICO
PLANT BASED CATERING

Event Catering Request

Thank you for your interest in Menta e Basilico. Tell us about your event — rough details are fine, and we'll tailor a plant-based menu around your guests, venue and budget.

> Planning a wedding? Ask us for our dedicated Wedding Catering Enquiry form.

01 Your details

Contact name	
Company / organisation	(if applicable)
Email	
Phone	
Best way to reach you	☐ Email ☐ Phone call ☐ Text message

How did you hear about us?

☐ Instagram ☐ Facebook ☐ Google search ☐ Venue recommendation

☐ Planner / supplier ☐ Friend or past guest ☐ Other: _____

02 Your event

Name or occasion	
Date	Date: _____ Flexible? ☐ Yes ☐ No
Venue name and address	
Setting	☐ Indoor ☐ Outdoor ☐ Office ☐ Private home ☐ Not booked yet
Guest numbers	Adults _____ Children (under 12) _____
Timing	Event starts _____ Event ends _____ Food served from _____

Type of event

☐ Corporate meeting or lunch ☐ Networking / cocktail ☐ Product launch

☐ Gala or charity event ☐ Birthday or private party ☐ Family gathering

☐ Brunch / morning event ☐ Celebration of life ☐ Other: _____

03 Food and service

Preferred service style

- ☐ Drop-off catering — Prepared and delivered, ready to serve — no staff
- ☐ Grazing table or buffet — Guests help themselves from a styled spread
- ☐ Roaming canapés — Staff circulate with canapés and finger food
- ☐ Canapés + seated meal — Canapés on arrival, then guests seated
- ☐ Shared Italian feast — Shared platters placed on each table
- ☐ Individually plated — Each course plated and served at the table

Extras

- ☐ Dessert station
- ☐ Tea and coffee
- ☐ Children's meals
- ☐ Morning / afternoon tea — Minimum numbers apply
- ☐ Not sure yet

04 Drinks

- ☐ Food only – no drinks
- ☐ Water, soft drinks and juices
- ☐ Tea and coffee
- ☐ Wine and beer
- ☐ Sparkling wine
- ☐ Cocktails / spirits
- ☐ BYO drinks — Bar staff to serve your own drinks
- ☐ Drinks package — We'll put one together for you
- ☐ Not sure yet

Drink preferences	e.g. red / white / sparkling, local beer, preferred cocktails

> Alcohol service is subject to licensing and venue approval. We'll confirm what's possible for your event.

05 Dietary requirements

Everything we serve is 100% plant-based. Please tell us about any other requirements or allergies.

- ☐ Gluten-free
- ☐ Nut allergy
- ☐ Peanut allergy
- ☐ Soy allergy
- ☐ Sesame allergy
- ☐ Low FODMAP
- ☐ No onion / garlic
- ☐ Other: _____

Requirement or allergy	Number of guests	Severe / anaphylactic?

06 Venue and logistics

Venue contact	Name / phone / email
Kitchen at the venue	☐ Full commercial kitchen ☐ Basic kitchen ☐ No kitchen ☐ Unsure
Power and running water	☐ Power available ☐ Running water ☐ Unsure
Earliest access / latest pack-down	Bump-in from _____ Bump-out by _____
Loading and parking	
Stairs, lifts or long carry	☐ Yes ☐ No ☐ Unsure

Venue rules for caterers	e.g. approved-caterer list, no open flame, noise curfew
Tables for food service	☐ Provided by venue ☐ Needed ☐ Unsure

No kitchen at your venue? That's no problem — we can bring and set up a fully equipped kitchen on site. Just let us know what the venue has and we'll plan around it.

07 Equipment

We have a large collection of tableware, serving pieces and kitchen equipment. Please tick what you'd like us to supply.

☐ Crockery ☐ Cutlery ☐ Glassware ☐ Serving platters and boards

☐ Grazing and display pieces (baskets, stands) ☐ Table linen (tablecloths, napkins) ☐ Not sure yet – let's discuss

08 Budget and notes

Indicative budget	Per person $_____ or total $_____
Questions or anything else	

Thank you!

We'll review your details and come back to you with a tailored proposal.
Please return the completed form to **contact@mentaebasilico.com.au**