

Catering Contract

Today's Date _____

Client Information	
Name:	Date of Function: Time:
Address:	Occasion:
Phone:	Location of Function:
Caterer:	Guaranteed # of Guest:
Contact Person:	Guaranteed Minimum Charge:
	Security Deposit:

Payment & Deposits

A minimum deposit of 50% _____ of the total _____ event fee is required at the signing of this contract, which includes a \$100 non-refundable service charge. This deposit will be deducted from your remaining balance and must be paid in full on the day of the event, Date: _____, Events that do not allow 30 (thirty) days notice must be paid in full at the signing of this contract (No other payment arrangements are accepted unless prior approval). Any personalization or custom printing must be paid in full in advance.

Cancellations

In the event of a cancellation of a signed contract, we must be notified in writing at least 72 (seventy two) hours prior to the date of the function. If we receive your written notice within the 72 (seventy two) hours of your scheduled event, we will refund your deposit minus the \$100 non-refundable service charge with a copy of the contract marked "*cancelled*". If the contract is cancelled within any other time frame of the scheduled function, the entire deposit is forfeited.

Guarantees

Upon signing this contract, we require a guaranteed number of guests. If that number should increase/decrease by more than 5 guests, we must be notified in writing. A final guarantee of guests must be received 5 days in advance of the event. If attendance falls below the guaranteed number, the customer will be charged for the guaranteed amount.

Agreement dated this _____ day of _____, 2011, between Famous Donna's Catering and Special Events company, and _____. I the client, agree to pay for all guests attending, but not less than for the number of guest guaranteed. Arrangements for additional guests and menu changes must be made in at least 5(five) days prior to the function and such final guarantee. Final written guarantee, shall be binding on patron as if originally guaranteed. In no event shall guarantee be less than originally agreed upon amount. This agreement constitutes the entire agreement between the parties. The undersigned acknowledges that he/she has read and accepted all the terms of the Catering Agreement and had executed this Agreement on the _____ day of _____ by returning it within 2 (two) business days. Failure to comply will risk securing the aforementioned contract day of function. This agreement coincides with the Catering Worksheet that outlines the exact types of food, serving time, and equipment to be provided by the caterer for the client. A copy of the Catering Worksheet must accompany this agreement to make it whole.

CLIENT

Donna Hobbs (dba) Famous Donna's Catering & Special Events
CATERER

Catering Order Worksheet

Client: Address: Phone: Cell:	Event Date: Time: Event Location: Occasion: Guest Count: Serve Time:
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<input type="checkbox"/> Self Serve Buffet <input type="checkbox"/> Table Decorations <input type="checkbox"/> Glassware <input type="checkbox"/> China <input type="checkbox"/> Disposable Ware <input type="checkbox"/> Set Up/Clean Up <input type="checkbox"/> Props (specify below) <input type="checkbox"/> Valet Parking <input type="checkbox"/> Bar <input type="checkbox"/> Chocolate Fountain <input type="checkbox"/> Servers (specify below) <input type="checkbox"/> Linen (specify below) <input type="checkbox"/> Balloon Arch <input type="checkbox"/> Candelabra <input type="checkbox"/> Fountain Beverage

Menu

1		11	Menu to be served: Caterer reserves the right to make small changes to the menu if key ingredients are unable to be sourced due to Reasons beyond the control of both parties
2		12	
3		13	
4		14	
5		15	
6		16	
7		17	
8		18	
9		19	
10		20	

Menu Total	
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Service

Server(s) @ \$0 per	Bartenders@ \$20/per hr.	Set Up/ Clean Up	Miscellaneous
\$	\$	\$	\$

Service Total	\$
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