



CATERING CONTRACT

Event details, menu selections, payment terms and signatures

EVENT & CLIENT INFORMATION

CONTRACT DATE

EVENT NAME

CONTACT NAME

CELL #

E-MAIL ADDRESS

FAX #

MAILING ADDRESS

CITY / STATE

EVENT INFORMATION

LOCATION

EVENT START TIME

END TIME

PLANNED SET-UP TIME BY CATERER

APPROXIMATE NUMBER OF GUESTS

FINAL COUNT

ESTIMATED TOTAL FOR THIS EVENT: \$ _____

(See attached pricing details for event.)

PAYMENT TERMS & CANCELLATION FEES

- A deposit of 25% of the anticipated total or the minimum charge (whichever is greater) is required to confirm your event reservation. **The deposit is non-refundable.**
- Final payment in full is due 5 days prior to the event, and the final guest count must be provided.
- No refunds will be given for cancellation within 5 days of the event. All payment is forfeited.
- Additional guests: An additional \$5.00 per person, in addition to the set price per guest, after the final deadline. An additional \$10.00 per person, in addition to the set price per guest, for additions made on the day of the event. No refund will be given if the actual count is less than the final count.
- Modifications: Any changes and/or modifications to this contract must be made in writing and signed by both parties.

AGREEMENT & SIGNATURES

CLIENT(S) SIGNATURE

DATE

CATERER SIGNATURE

DATE



EVENT CATERING NEEDS

Use this page to list the food and beverage selections for your event.

BEVERAGES

1. _____
2. _____
3. _____
4. _____

APPETIZERS

1. _____
2. _____
3. _____
4. _____

MAIN COURSE

1. _____
2. _____
3. _____
4. _____

DESSERTS

1. _____
2. _____
3. _____
4. _____

ADDITIONAL ITEMS

1. _____
2. _____
3. _____
4. _____

CLIENT APPROVAL Signature: _____ Date: _____