

CATERING CONTRACT

Name:	
Address:	
City, State/Prov, Zip/Postal:	
Contact Person (if company):	
Phone:	
Fax:	
Email:	
Date of Function:	
Time of Function:	
Location of Function:	
Type of Function:	
Guaranteed Number of Guests: (include all attendees, e.g. ministers, photographers, musicians, etc)	
Meal(s) Serving Time(s):	
CONTRACT PRICE:	
Food Total:	\$ _____
Liquor Total	\$ _____
Equipment Rental:	\$ _____
Linens:	\$ _____
Flowers, Candles, Centerpieces:	\$ _____
Bartender (if required): \$____ per hour x ____ hrs	\$ _____
Coat check / valet (if required): \$____ per hour x ____ hrs	\$ _____
Other: _____	\$ _____
Sales Tax (____%)	\$ _____
[delete if not applicable: GST (____%)]	\$ _____
Gratuity (____%)	\$ _____
TOTAL OF CONTRACT:	\$ _____
Less deposit (paid):	\$ _____
Less any additional prepaid amounts:	\$ _____
OUTSTANDING BALANCE:	\$ _____
(Must be paid in full no later than ____ days prior to the event date)	

Terms & Conditions

1. *Food Preparation.* [NAME OF CATERER] shall prepare and deliver the agreed upon menu attached to this Contract to the location and on the date and time set out on the face of this Contract.
2. *Deposit.* Customer agrees to pay a deposit of \$_____ upon execution of this Contract, to reserve [NAME OF CATERER]'s services for the above date. The \$_____ deposit will be applied to the total contract price.
3. *Payment.* The contract price must be paid in full no later than _____ days prior to the event date. Payment may be made by cash, cashier's check or credit card payable to [NAME OF CATERER]. All applicable sales tax [*if appropriate:* and GST] will be added to the contract price. Customer acknowledges that the date and the deposit will be forfeited in the event that final payment is not made at least ____ days prior to the event date.
4. *Number of Guests.* Customer agrees to confirm the final guest count ("Guaranteed Number") at least ____ full working days prior to the event. Increases to the Guaranteed Number up to ____% are subject to approval. If the actual number of guests attending the event is less than the Guaranteed Number, Customer will still be charged for the Guaranteed Number. If the actual number of guests is more than ____% higher than the Guaranteed Number, Customer will be charged at [NAME OF CATERER]'s established rate of \$_____ per person for each guest over and above the Guaranteed Number.
5. *Staff to Be Provided by Caterer.* ____ (##) of [NAME OF CATERER]'s employees will be provided and will be in attendance from _____ a.m./p.m. until _____ a.m./p.m. If any of [NAME OF CATERER]'s employees are required outside of those hours, Customer will be charged an additional \$_____ per hour (or portion thereof) per employee.
6. *Substituted Items.* [NAME OF CATERER] reserves the right to substitute items (including but not limited to food and flowers) that become unavailable in the market or that exceed reasonable market prices. [NAME OF CATERER] will make best efforts to notify the client of such substitution(s) if time allows.

THIS IS A 5-PAGE CONTRACT