

Event Contract



This is an agreement between _____ and All Occasions Catering.

Client's Name

Deposit:

A \$500.00 deposit is required at the time of booking for all events over 75 guests or \$1000.00 total projected bill. The deposit will apply towards the amount due and is non-refundable.

_____ Deposit

_____ Date

Menu:

Menus and other details pertinent to the event must be submitted to the catering department at least one (1) month prior to the event date. Changes may be accepted, if necessary, with management approval.

Guarantee:

A minimum guest count is required at the time of booking. This will be considered the minimum guarantee for which you will be charged, even if fewer guests attend. If no changes are made, All Occasions Catering will assume the minimum guarantee listed on the contract. Any increases to the count must be submitted in writing and will be considered as an addendum to the contract. The final guarantee guest count is required 30 days prior to the event. The guarantee cannot decrease ten (10) days prior to the event.

____/____/____ Date	____ Min.	____ Int.
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____/____/____ Date	____ Min.	____ Int.
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____/____/____ Date	____ Min.	____ Int.
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Payment:

Payment is required in full, on the day of, prior to the start, or any day before the event. Failure to pay within the guidelines may result in a halt of the event, and a full revenue charge subsequent with the cancellation policy.

If additional charges incur during the event, All Occasions Catering will bill the client on the following business day. Payment for any additional charges must be paid within three (3) days of receiving the invoice. Payments not received may incur interest charges.

Alcoholic Beverages:

All Occasions Catering requires that payment for any alcohol beverages be paid separately, as we are not licensed to sell alcohol for profit. However, we can arrange for delivery and service for your event. The State Liquor Control Board regulates alcoholic beverages and our bartenders are trained to use their discretion in the distribution of alcohol. The client must also acknowledge that All Occasions Catering waives responsibility for any mishaps or accidents resulting from misuse or over-consumption of alcoholic beverages.

Subcontractors:

All Occasions Catering requires that separate checks must be written to any subcontractor that is used in conjunction with our catering services. Management has the right to decide if separate payments, if any, are needed.

Cancellation:

Any event cancelled after booking, is subject to forfeiture of the full deposit. If cancellation occurs within one (1) month prior to the event, 20% of the projected revenue will be charged. If cancellation occurs within seven (7) days of the event, 100% of the projected revenue will be charged. Cancellations must be received in writing and signed by the client and the caterer.

All Occasions Catering shall not be liable for the non-performance of this contract when such non-performance is attributed to labor troubles, disputes, strikes, government (Federal, State, or Municipal) regulations of or restrictions on travel or supplies, riots, or natural emergencies, acts of God and other causes whether enumerated herein or not, which are beyond the reasonable control, preventing or interfering with All Occasions Catering's performance. In such event, All Occasions Catering shall not be liable to the customer for any damages whether actual or consequential, which may result from such non-performance.

I have read the above contract and agree to the terms and conditions

Customer Signature

Date

Caterer Signature

Date