

# XYZ Catering

## 2004 Services Agreement

### **The following services are included in food prices:**

In-town site visits and coordinating with your rental shop if necessary. Out-of-town visits will be charged \$150. This will be applied to your event, if you decide to hire our company to cater your event. It is non-refundable if you do not hire our company. Purchasing and preparing of all food items is included in our proposal. All serving platters, chafing dishes, serving pieces. (Rental charges apply for Chafing dishes on delivery orders only)

### **The following services are not included in food prices:**

Service hours: \$18.95/hour/person for wait staff, as needed. Service hours will be calculated from portal to portal, to and from our shop at (ADDRESS) . Rentals of linens, dishes, glassware, props, votives, urns, special lighting, and candelabras as needed. Please see the attached rental sheet. The rental company will invoice for breakage. Seasonal/theme decorations on the buffet (charged as staff time) Delivery and pick-up fee of \$20.00 each for all orders below \$500. Fruits deliveries are \$35. A 15% staff gratuity based on the food cost will be added to all invoices, for receptions requiring waitstaff. Staff time for holidays is time and a half.

### **Guarantee**

We will need your best guest count estimate a week prior to the event, to start setting-up staffing. Three working days prior to your event, we will need to have your final guaranteed number of guests. This final number will be used to purchase fresh ingredients for our kitchen production, order equipment and arrange for the proper number of staff. Once you give us your final guarantee, you may only increase your guarantee count. Even if the guest attendance at your event decreases, you will be charged for the guarantee.

### **Terms and Conditions**

At present, this proposal is based on a guarantee of approximately \_\_\_\_\_ guests and all other items included. The price on this proposal is based and calculated on these arrangements. If these arrangements are changed, the prices change.

We select the finest seasonal ingredients. We reserve the right to make necessary alterations to the menu, based upon availability and quality. Menu prices are subject to change due to availability and market prices. We will always notify you of any changes.

**A deposit of \$500 is required to guarantee your event date of \_\_\_\_\_, 2004.** This deposit becomes non-refundable 60 days prior to the event date. This deposit is applied to the final balance. If you cancel your event prior to 60 days before your event, 20% of your deposit is non-refundable.

**50% of the estimated reception total will be due 30 days prior to the event, on \_\_\_\_\_ 2004.** If you cancel your event less than 3 days prior to the event date, you will be responsible for the entire guarantee and the balance of the event. If you need to postpone your event, you can use your entire deposit amount toward your new date, as long as it is rescheduled within one year. Your deposit will not be refunded, but will be applied towards your new date.

The final balance due will be payable prior to, on the day of, or the day following the event, unless arrangements have been made with XYZ Catering. A finance charge will be applied to all late and unpaid balances.

**For your convenience, we now accept all major credit cards, except for Discover.**

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

Client

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

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