

# Full-Service Off-Site Catering

**CATERING**

THIS IS BOTH: A RESERVATION FORM AND A CONTRACT

## Requirements of Booking Party

- Service Charge of 20% will be added;
- All dishes, serving utensils, and silverware will be disposable, unless prior arrangements differ.
- \$250 non-refundable deposit, required to reserve the time & date.
- Final Payment: due in-full 1-week prior to the Event, and the Final Count must be given.
- If actual Count exceeds # of Guests paid for, Caterer to bill additional cost, & Customer to pay remaining balance, at end of Event. \_\_\_\_\_
- No Refunds will be given for Cancellation after Final Payment.  
All payment will be forfeited after final payment is made.

Type of Party: \_\_\_\_\_ Day of the Week: \_\_\_\_\_ Date Reserved: \_\_\_\_\_

Approx. Number of Guests: \_\_\_\_\_ Guaranteed Final Count: \_\_\_\_\_

Time of Party: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ and Name: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Eat Time: \_\_\_\_\_

Planned setup time will be allowed.

Contact Person: \_\_\_\_\_ Cell: \_\_\_\_\_

Backup Contact Person \_\_\_\_\_ Cell: \_\_\_\_\_

Organization: \_\_\_\_\_ Email: \_\_\_\_\_

Customer's Signature: \_\_\_\_\_

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