

CATERING CONTRACT

Name: _____

Address: _____

Telephone Number: _____

_____ (the "Caterer") is tentatively holding the following space and/or event date for your upcoming function:

EVENT NAME: _____

DATE OF EVENT: _____

TYPE OF EVENT: _____

NUMBER OF GUESTS: _____

EVENT LOCATION: _____

TIME: _____

MINIMUM GUARANTEE: _____

INITIAL DEPOSIT REQUIRED: A non-refundable deposit of \$ _____ IS DUE BY _____, 20____.

PAYMENT METHOD: _____

FINAL GUARANTEE DUE: _____, 20____

To confirm the above arrangements on a definite basis please sign and return this contract along with your deposit by: _____, 20____.

Prior to your event, I will be contacting you to finalize details and confirm the information on an "Event Order". All catering events are subject to the attached catering "Terms of Agreement". Please review the "Terms of Agreement" carefully and if you have any questions, please do not hesitate to call me

I have read this "Catering Contract" and the attached "Terms of Agreement" and Agree to the Specifications Stated Therein.

Sincerely,

Event Coordinator

ACCEPTED BY "HOST"

DATE