

EVENT CONTRACT 2021

NAME: _____ **DATE:** _____

ADDRESS: _____

EVENT DATE: _____ **TYPE:** _____

EST. # _____ **FINAL COUNT:** _____

PHONE #: _____ **DEPOSIT:** _____

HALL: _____ **E-MAIL:** _____

1. A **20% NON-REFUNDABLE** deposit is required to reserve date.
2. Final head count is required 14 days before event.
3. Final payment is due 7 days before event.
4. You will be charged for the guaranteed or actual number of guests whichever is greater. There will be no adjustments in price for those events that do not meet their guaranteed number.
5. Payments by check, cash, or money order. If you choose to use a credit card we accept Master Card, Visa, Discover or American Express. Credit card payments will be subject to a **SURCHARGE OF 3%** per the amount of transaction applied to the primary amount at the time of transaction.
6. NSF Check return policy: individuals who submit an NSF Check will be contacted and requested to make prompt payment in cash, along with all future payments to be made in cash or money order. In addition to the payment, **\$35 SERVICE CHARGE** will be due and collected at time of payment
7. Both parties agree not to post any negative information about the other arising out of this contract or event on any online forum or website without providing advance written notice of the intended content thereof, and providing the other party with an opportunity to resolve any issues between the parties amicably.
8. If the client needs to cancel the event, client must provide written notice to caterer along with any required cancellation fee described in this catering contract, to effect

cancellation. Client understands that upon entering into this contract, caterer is committing time and resources into this event and thus cancellation would result in lost income and lost business opportunities in an amount hard to precisely calculate. Therefore, the following cancellation limitations will apply. If client requests cancellation of this contract 90 days or more before the event, caterer shall be entitled to 20% of the estimated price per person. If client requests cancellation 45-89 days before the event, caterer shall be entitled to 40% of the price per person estimate. If client requests cancellation 31-44 days before the event, caterer shall be entitled to 60% of the price per person estimate. After 30 days in advance of the event, the caterer shall be entitled to 80% of the price per person estimate.

The client's deposit will be credited against the cancellation fee owed. Any balance will be payable upon the notice of cancellation.

9. You will be billed for the guaranteed number of meals ordered. The customer is entitled to take all meals which are billed for, but not consumed. The customer is not entitled to any amount of food that the caterer prepares over the customers guaranteed number. Said meals will be made available to the customer in containers at the conclusion of the event. Upon acceptance of the meals, the customer assumes full responsibility for the transportation and proper storage. The customer agrees that upon customer's acceptance of said meals at the conclusion of the event, Monteverde's Catering is released from all claims, damages, and causes of actions or liabilities which may arise as a result of the consumption of said meals.

SCHEDULED TIME

It is our constant desire to serve you promptly at the selected hour. The holding of foods at serving temperatures for prolonged periods often lessens the item's appeal. Your cooperation will be appreciated.

SELECT MENU

SELECTED MENU: _____ **TABLE LINENECOLOR:** _____

MENU PRICE: _____ **PER PERSON** **NAPKIN LINENECOLOR:** _____

DELIVERY: _____ **WAITSTAFF:** _____

STARTING TIME: _____ **SERVING TIME:** _____ **END TIME:** _____

ALL MENU FEES ARE SUBJECT TO CHANGE. FEES ARE PRICE PER PERSON, PLUS, 7% SALES TAX, AND 20% SERVICE CHARGE.

CUSTOMER SIGNATURE: _____

MONTEVERDE'S CATERING: _____