

Catering Agreement
Date of Event
Type of Event
Location
Primary Contact: #
Bride#
Groom#
Email Address
<u>Deposits:</u>
Initial deposit is due with this signed agreement, all deposits are non refundable.
All additional payments that are not required are refundable.
Wedding Deposits $1^{st}$ $$500$ $2^{nd}$ (6 mo prior) $$500$ $3^{rd}$ (1 month prior) $$1000$
Other Event Deposit \$500 Additional Deposit if required \$
Final payment:
Credit card (1 week prior), cash or check (min. of 1 day prior)
Payment Options:
Cash, check or credit card (3% credit card fee applies)
Guest Count:
Final guest count is due 2 weeks prior to event, additions to count will be added to
final bill, any reductions in count less than 2 weeks will not be adjusted.
Ceremony "Room Flip" Service
If you are holding a ceremony within the same space as your reception, requiring a "room flip there will be a \$2 per guest fee to reset the room within a reasonable time frame.
Tastings:
Once the first deposit is received and after an initial meeting with the owner (to
get an understanding of your expectations) a tasting appointment will be set up.
Other:
5.5% Sales Tax and 24% Service Charge will be added to final bill.
Other details will be on your individual catering event sheet.
Signature Date
Print Name