

Catering Agreement

Please fill out completely

Name / Org _____

Date of Event _____

Billing Address _____

Serving Time _____

Event Location _____

Contact Person _____

Phone # _____

Details of Event _____

Alt Contact Person _____

Phone # _____

Number of Guests _____
(You will be billed for this many meals)

Price Per Person _____ Tot Cost _____

Dep required _____ Dep Pd _____

Menu Selection _____

Final order must be confirmed NLT (14) days prior to the event. Customer will be charged for all meals ordered based on this final number and current menu prices. See Catering Menu for food selections and current pricing. a non-refundable deposit is required at the time of booking. This deposit will be applied to the final bill.

Terms of Agreement:

1. Customer understands and agrees that 4-T's Catering charges a service fee of 50% of total charges for cancellations received less than (2) weeks prior to the scheduled event.
2. The total amount due must be paid in full no later than (2) weeks prior to the scheduled event.
3. Customer agrees that if the actual number of guests is less than the amount stated above, customer is still required to pay for the number stated above. Customer also agrees that 4-T's Catering is not obligated to provide food to any guests over the above stated number.
4. Full Service pricing - Guest Count up to 100 people - \$150.00
101 - 150 people - \$200.00
151 - 200 people - \$250.00
201 - 250 people - \$300.00
251+ - call for pricing
5. Full service pricing includes delivery up to 50 miles from our restaurant. If the event location is over 50 miles from our restaurant, a charge of \$2.00 per mile over the 50 miles will be applied.
6. All prices are subject to 8.25% Sales Tax.
7. Any changes to the menu or any special requests by the customer must be made in writing no later than (2) weeks prior to the event and are subject to approval by 4-T's Catering. Additional charges may apply.
8. 4-T's Catering and/or it's agents shall be liable for any damages to or loss of property entrusted to it's employees. Customer shall be liable for any damage or loss of property entrusted to Customer that may be caused by Customer or guests of Customer.
9. Refunds on cancellations due to extenuating circumstances beyond the control of customer will be considered on an individual basis and are made at 4-T's Catering's sole discretion.

By my signature, I have read and agree to the terms and information represented above.

Customer: _____ Date _____ 4-T's Catering _____