

CATERING CONTRACT

This Catering Contract ("Agreement") is made and entered into on [DATE], by and between:

Caterer: [CATERING COMPANY NAME], with a principal address of [CATERER ADDRESS], phone [CATERER PHONE], email [CATERER EMAIL]

Client: [CLIENT NAME], with a principal address of [CLIENT ADDRESS], phone [CLIENT PHONE], email [CLIENT EMAIL]

Collectively referred to as the "Parties."

1. Event Details

1.1 Event Type: [EVENT TYPE, e.g., wedding, corporate luncheon, birthday party]

1.2 Event Date: [EVENT DATE]

1.3 Event Start Time: [START TIME]

1.4 Event End Time: [END TIME]

1.5 Venue Name: [VENUE NAME]

1.6 Venue Address: [VENUE ADDRESS]

1.7 Estimated Number of Guests: [NUMBER OF GUESTS]

2. Food and Beverage Services

2.1 The Caterer agrees to provide the following food and beverage services:

- Menu Package: [MENU PACKAGE NAME/DESCRIPTION]
- Appetizers: [LIST APPETIZERS]
- Main Courses: [LIST MAIN COURSES]
- Side Dishes: [LIST SIDE DISHES]
- Desserts: [LIST DESSERTS]
- Beverages: [LIST BEVERAGES, e.g., non-alcoholic, alcoholic if applicable]

2.2 Dietary Accommodations: The Caterer shall accommodate the following dietary restrictions or allergies:
[LIST DIETARY RESTRICTIONS/ALLERGIES]

2.3 Final menu selections must be confirmed in writing no later than [NUMBER] days before the Event Date.

3. Staffing and Equipment

3.1 The Caterer shall provide the following staff for the Event:

- Number of Servers: [NUMBER OF SERVERS]
- Number of Chefs/Cooks: [NUMBER OF CHEFS]
- Bartenders (if applicable): [NUMBER OF BARTENDERS]

3.2 The Caterer shall supply the following equipment and supplies:

- Tables and Linens: [YES/NO — DETAILS]
- Dinnerware, Glassware, and Flatware: [YES/NO — DETAILS]
- Serving Equipment (chafing dishes, warmers, etc.): [YES/NO — DETAILS]
- Other: [SPECIFY]

3.3 The Client shall be responsible for providing: [LIST ANY ITEMS CLIENT MUST PROVIDE, e.g., tables, chairs, power access]

4. Setup and Breakdown

4.1 The Caterer shall arrive at the venue by [SETUP TIME] to begin setup.

4.2 The Caterer shall complete breakdown and cleanup of the catering area by [BREAKDOWN TIME].

4.3 Any additional time required beyond the agreed schedule may result in additional charges as outlined in Section 6.

5. Pricing and Payment Terms

5.1 Total Contract Price: \$[TOTAL PRICE]

5.2 Price Breakdown:

- Food and Beverage: \$[AMOUNT]
- Staffing: \$[AMOUNT]
- Equipment Rental: \$[AMOUNT]
- Service Fee/Gratuuity: \$[AMOUNT]
- Delivery/Travel Fee: \$[AMOUNT]
- Other: \$[AMOUNT]

5.3 Deposit: A non-refundable deposit of \$[DEPOSIT AMOUNT] (or [PERCENTAGE]% of the total price) is due upon signing this Agreement to secure the booking.

5.4 Balance Due: The remaining balance of \$[BALANCE AMOUNT] is due by [DUE DATE, e.g., 7 days before the event].

5.5 Accepted Payment Methods: [LIST ACCEPTED PAYMENT METHODS]

5.6 Late payments may be subject to a late fee of \$[LATE FEE AMOUNT] or [PERCENTAGE]% per [DAY/WEEK/MONTH].

6. Additional Charges

6.1 Any changes to the guest count, menu, or services requested after the confirmation deadline may result in additional charges.

6.2 Overtime charges for services extending beyond the agreed end time will be billed at \$[OVERTIME RATE] per hour.

6.3 Any additional travel outside of [SERVICE RADIUS/AREA] may incur a travel fee of \$[TRAVEL FEE].

7. Cancellation Policy

7.1 If the Client cancels this Agreement more than [NUMBER] days before the Event Date, the Client shall forfeit the deposit but owe no further payment.

7.2 If the Client cancels within [NUMBER] days of the Event Date, the Client shall be responsible for [PERCENTAGE]% of the total contract price.

7.3 If the Caterer cancels for any reason other than circumstances beyond its reasonable control, the Caterer shall refund all payments made by the Client within [NUMBER] days.

8. Changes to Guest Count

8.1 The Client must provide a final guest count no later than [NUMBER] days before the Event Date.

8.2 The final guest count shall be considered the minimum number for billing purposes, even if fewer guests attend.

9. Liability and Insurance

9.1 The Caterer shall maintain appropriate liability insurance covering food service operations during the Event.

9.2 The Caterer is not responsible for illness or allergic reactions resulting from undisclosed dietary restrictions or allergies not communicated in writing prior to the Event.

9.3 The Client shall be responsible for any damage to the Caterer's equipment or property caused by the Client's guests, excluding normal wear and tear.

10. Force Majeure

10.1 Neither Party shall be held liable for failure to perform its obligations under this Agreement due to circumstances beyond its reasonable control, including but not limited to natural disasters, government restrictions, or other unforeseeable events.

11. Permits and Licenses

11.1 The Caterer shall obtain and maintain all necessary permits and licenses required to provide catering services, including any applicable alcohol service permits, if applicable.

12. Alcohol Service (If Applicable)

12.1 The Caterer shall provide licensed bartenders and comply with all local laws regarding the service of alcohol.

12.2 The Client confirms that alcohol service is permitted at the venue: [YES/NO]

13. Governing Law

13.1 This Agreement shall be governed by and construed in accordance with the laws of the State/Province of [STATE/PROVINCE].

14. Entire Agreement

14.1 This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether written or oral, relating to the subject matter herein.

14.2 Any amendments to this Agreement must be made in writing and signed by both Parties.

15. Signatures

By signing below, both Parties agree to the terms and conditions outlined in this Catering Contract.

Caterer Signature: _____

Name: [CATERER REPRESENTATIVE NAME]

Title: [TITLE]

Date: [DATE]

Client Signature: _____

Name: [CLIENT NAME]

Date: [DATE]