



## CATERING AGREEMENT AND TERMS & CONDITIONS

This contractual agreement is hereby made between **IDYLL Events Co Catering & Event Design** and **House of Bread Inc**, (the Caterer(s)), and \_\_\_\_\_ (the Client), for catering services.

Client and Caterer(s) agree to the following:

### Services

1. Caterer agrees to provide services to the Client for \_\_\_\_\_, known as the "Event," taking place on \_\_\_\_\_.
2. For this Event, Caterer(s) agrees to provide the following: food for the agree-upon event menu for the guaranteed number of guests and equipment should Client ask for set up at the Event.
3. Client agrees to provide all, but certainly not limited to, of the following: all decorations, table linens, decorative place settings, dinnerware, glassware, flatware, tables, chairs, bar, bar accessories, audio & visual, lighting, tenting, flooring, etc.
4. Should the Client request any decorations, table linens, decorative place settings, dinnerware, glassware, flatware, tables, chairs, bar, bar accessories, audio & visual, lighting, tenting, flooring, etc., a consultation with between Client and Idyll Events Co Catering & Design must take place for the services Idyll Events Co Catering & Design can offer the Client. This will be a separate contract with terms and conditions.
5. The Caterer(s) do not hold an alcohol license, therefore cannot under any circumstance provide any alcoholic beverages. The Caterer(s) have a list of preferred bartenders available at the Client's request.
6. Client is required to place a Catering order 2 weeks, minimum, prior to the date of the event. Orders placed less than 2 weeks will result in payment fluctuations.
7. Family Style Catering: Idyll Events Co Catering & Design includes a mandatory set-up fee as the package uses by default the set-up services. Plated services are excluded and not offered at Idyll Events Co Catering & Design. The Client acknowledges that this particular package is for a minimum of 25 people and should the Client desire to proceed with this package for a party of under 25, the Client will be responsible for paying for a 25 guest count, regardless of the actual guest count. This package is provided at a venue, whether it be House of Bread Inc rented out or an outside venue. Should the Event take place at an outside venue, the Client agrees that Caterer has been approved by the Venue and Client is responsible for paying any and all fees Venue charges upon using an 'outside caterer' should the Caterer not be listed as a Catering Partner with the Venue.
8. Buffet Style Catering: Idyll Events Co Catering & Design offers a set-up fee should the Client desire a buffet dinner including (*but certainly not limited to*) chafing dishes, all equipment provided by Idyll Events Co Catering & Design, table set-up, etc. . The Client is free to select their choice and quantity of dishes. The Company offers set-up services for a fee and services will not be provided unless agreed upon otherwise between Client and Company.
9. Hors D'oeuvres Style Catering: Idyll Events Co Catering & Design offers this particular package for different sized events (options available in our package offerings). This style of catering uses our set-up services by default and all fees will be added to the final bill.
10. Memorial Catering: This particular package is designed solely for this particular event. This package uses our set-up services and the set-up fee will by default be added to the final bill. This particular package is provided at a Venue, whether it be House of Bread Inc rented out or an outside venue. Should the Event take place at an outside venue, the Client agrees that Caterer has been approved by the Venue and Client is

responsible for paying any and all fee Venue charges upon using an 'outside caterer' should the Caterer not be listed as a Catering Partner with the Venue.

11. Wait Staff: Idyll Events Co Catering & Design offers wait staff services upon request of the Client. The Client agrees to pay per wait staff for the required minimum. Client acknowledges that wait staff provided by Idyll Events Co Catering & Design hold their own duties and responsibilities. Any additional assistance from our wait staff or longer hours than their required time, Client agrees to pay additional hourly wage per wait staff. Client acknowledges that 18% gratuity fee will be included in their final bill.

### **Deposit**

1. In order to secure the date and catering order, the Client is *required* to pay a deposit of 35% at the time all details of the reservation have been discussed and finalized, and contract has been signed.
2. The final balance is due three (3) days prior to the Event and must be paid in full.
3. For catering orders placed thirty (30) days or more prior to the date of the Event, deposit will be refundable in the event a cancellation takes place.
4. For catering orders placed less than thirty (30) days prior to the Event, deposit will be NON-refundable in the event a cancellation takes place.

### **Payment**

1. For the above services, Client will pay Caterer(s) an agreed price for each meal.
2. Client may request additional services, with the knowledge that these services will add to the total cost agreed upon by this contract, and must be agreed to in writing, on a separate catering quote.
3. The balance on the total cost for the Event is due three (3) days prior to the Event.

### **Guests**

1. Client agrees to provide Caterer(s) with a general estimate of anticipated number of guests upon booking. Thirty days prior to the start of the Event, Client needs to lock in the guaranteed count of guests. This number may fluctuate +/- 20 percent of the estimated guest count when final numbers are provided seven (7) days prior to Event. The Caterer(s) reserve(s) the right to bill at the higher number of guest count to recoup food and labor costs should the Client not let the Caterer(s) know that the number of guests is less than the expected amount, seven (7) days prior to Event.
2. Client agrees to provide Caterer(s) with the final guaranteed total number of guests no later than seven (7) days before Event. The final bill will be based on this number if actual attendance is lower; and on the actual number if attendance is higher than what was guaranteed. If final count exceeds guarantee by more than 10 percent, Caterer(s) cannot be responsible if there is insufficient food.
3. Client agrees to break down the guest lists into adults and children, and include any food allergies or special dietary requests, if applicable, with final guarantee, seven days out.

### **Menu**

1. Client will provide his/her menu, choices from Caterer(s)'s options, etc. no later than 30 days prior to Event.
2. Menu must be confirmed 30 days before the Event. A surcharge may be added for any menu alterations made less than 30 days prior to Event.
3. Menu will be fixed, and no changes may be made seven (7) days before the Event start date.

### **Cancellation Policy**

1. Client may cancel this Agreement thirty (30) or more prior to the event and receive a full refund. Cancellation within thirty (30) days or less thus will result in forfeiture of the 35% deposit.
2. Orders placed one (1) week prior to Event date, Client may cancel but will result in forfeiture of the total cost of the bill.
3. Any cancellation or reschedule must be mentioned to the the Caterer(s) more than seven (7) days prior to Event date, NO EXCEPTIONS.

The afore mentioned points are agreed upon and the signatures below, together with the receipt of the deposit fee, indicate a binding agreement by both parties to observe the conditions and requirements as stated in this agreement.

Idyll Events Co Catering & Design

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\_\_\_\_\_  
Signature of Caterer(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Client

\_\_\_\_\_  
Date