

## OFF-SITE CATERING AGREEMENT

1195 Gastropub / The Knight Club

### EVENT INFORMATION

Client Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Food Delivery Time: \_\_\_\_\_ Guest Count: \_\_\_\_\_

Deposit Received: \$ \_\_\_\_\_

Balance Due: \$ \_\_\_\_\_ Due By: \_\_\_\_\_

### TERMS & CONDITIONS

- Reservation & Payment:** A signed contract and deposit are required to secure the event date. Final payment is due no later than the event date unless otherwise agreed in writing.
- Final Guest Count:** Final guest count must be provided at least seven (7) days before the event and the minimum number will be billed.
- Venue Access:** Client is responsible for providing safe access to the event site, including any necessary permits, permissions, tables, electrical service, water access, or venue requirements needed for service.
- Food Service:** Catering services include only those items specifically listed on the Banquet Event Order (BEO), which will be provided for signature at the (7) day before the event date. Additional requests added after the (7) days prior may incur additional charges.
- Food Safety:** Food is prepared and served in accordance with applicable health regulations. Once food services concludes, the Caterer is not responsible for the quality, safety, or handling of food retained or removed (take out containers) by the Client or guests.

6. **Cancellations:** Deposits are non-refundable. Cancellations made within thirty (20) days of the event may be subject to charges for food, labor, rentals, and other costs already incurred.
7. **Damage & Liability:** Client is responsible for damage, loss, or theft of catering equipment, serving pieces, or rental items caused by guests or event attendees. Caterer's liability shall not exceed the amount paid under this agreement.
8. **Force Majeure:** Caterer shall not be liable for delays, interruptions, or inability to perform due to weather, natural disasters, government actions, emergencies, utility failures, or other circumstances beyond reasonable control.
9. **Agreement:** This document constitutes the entire agreement between the parties. Any modifications must be made in writing and agreed to by both parties.

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**ACCEPTANCE**

By signing below, both parties acknowledge that they have read, understand, and agree to the terms of this Off-Site Catering Agreement.

**CLIENT**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

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**1195 GASTROPUB / THE KNIGHT CLUB**

Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**Office Use Only**

Deposit Amount: \$\_\_\_\_\_ Date Received: \_\_\_\_\_

Final Payment Amount: \$\_\_\_\_\_ Date Received: \_\_\_\_\_