



CRANBERRY VINE
— CATERING & EVENTS —

Catering Agreement 2022

We are a team of energetic and professional chefs, event managers, and service staff inspired to create fabulous cuisine, perfectly orchestrated events and wonderful memories for our clients.

Our teams of professionals - with more than 40 years of experience – are committed to full service catering from simple luncheons to large weddings, charity events, family gatherings, showers, and all kinds of special events.

We work closely with our hosts to get a true feeling for the tone and style of the entire event. We are about more than the food...the food has to work; it has to be creative and delicious. The service has to be flawless but appropriate for the event be it a formal wedding or casual BBQ.

We take pride in each and every event; our accessibility, flexibility, follow through, and attention to even the smallest details is what we know, makes for a memorable occasion.

We offer pickup and delivery service for your events when staff is not needed.

Cancellation and Payment: A 20% Payment is due on the date that this Agreement is signed.

The balance of the bill is due on the day of the event. Payment should be in the form of a Check or Credit Card.

Refunds will be honored in the event of a cancellation according to the following refund schedule.

90 Days..... 75% Refund (Less any incurred costs by CVC&E)

60 Days..... 50% Refund (Less any incurred costs by CVC&E)

Payments will not be refunded if the event is canceled any time after 59 days from the original event date.

Staff: Our professional staff is hand-picked and personally trained to ensure the highest quality of service. It is our policy to bill our staff at \$38.00 per hour per Server/Bartender and \$43.00 per hour per Chef. Staff charges will include 1 hour, plus travel prior to event start time and 1 hour, plus travel, after the end time. This will be based on a 6-hour portal-to-portal minimum. The Server to Guest Ratio is generally 1 Server per 10 guests, depending on the style of service. The Chef to Guest Ratio is generally 1 Chef per 40 Guests, depending on the foods you have selected.

Please note: Menu items and style of service predicate staff, the Server to Guest Ratio and Chef to Guest Ratio are subject to adjustment and will depend on your individual menu and event.

Guest Count: The deadline for Guest Count will be 10 Days prior to the event date. Guest Count Minimums will be guaranteed at this time. The final bill will include any adjustments or increases to your guaranteed guest count.

Liability: CVC&E LLC carries full liability insurance for both food and alcohol, as well as Workers Compensation Insurance. In addition, our staff is T.I.P.S. and Safe Serve Certified. A charge of \$1.75 per guest will be charged for all catered events.

COVID -019 Compliance: Cranberry Vine Catering & Events is committed to following the State and local guidelines for events and Gatherings. Together with our hosts, we will make every effort to keep our staff and your guests safe. Face Masks will be required at all events, by our staff and your guests, while not seated at a table. Please speak with your coordinator about specific needs for your event. (Including Signage, Sanitizer, barriers for service areas, and more.)

Gratuity: As a courtesy to our customers, it is our policy to leave the gratuity to the discretion of our clients. Gratuities will **not** be included in your bill and should be paid to your lead person, as all gratuities are distributed between your team and support staff.

I have read the above contract and agree to the terms detailed.

Kathryn J Hackett
Cranberry Vine Catering & Events

Signature/Date

Minimum Guest Count

First Payment: