

## PROCESS OF BOOKING

Here's what you need to know:

- A consultation email or call to discuss Client needs.
- A contract will be sent out and signed by both parties.
- An invoice will be sent for Client review and a 50% non-refundable deposit to hold the date and the remaining balance paid 48 hours before the event date.
- On the day of the event, Campbell River Cheese & Charcuterie's team will arrive at the venue 1-3 hours beforehand to start set-up.
- The Client will return all rental equipment and accessories within 48 hours after the event or we can pick them up for an additional charge. (If applicable)

## Special Event Catering Contract

### Between:

Campbell River Cheese & Charcuterie ("the Vendor")

And: \_\_\_\_\_ ("the Client") Type of Event:

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

Please review and sign the Campbell River Cheese & Charcuterie Special Event Catering Contract.

The following terms and conditions are established to assist the Client in arranging the event. These terms and conditions are intended to ensure the highest level of quality in the Client's food and decorating services. The Client's event will be confirmed when the Client has read and signed the following policies and supplied Campbell River Cheese & Charcuterie with a 50% estimated non-refundable deposit.

### Payment & Deposits:

Billing arrangements for all events must be made in accordance with the policies set out below, unless otherwise negotiated. A 50% estimated non-refundable deposit is due at the time of booking. The remaining balance of payment must be paid 48 hours prior to service, unless otherwise specified and arranged.

**\*If payment of final balance has not been received by the payment deadline, we reserve the right to terminate the agreement. In such event, we will have no further obligation hereunder and any deposits made to date will not be refunded.**

\*We accept cash and Zelle deposits to [813-503-0514](tel:813-503-0514) (Erica Campbell)

## **Cancellations:**

Should the Client wish to cancel the booking within one week notice of the event date, Campbell River Cheese & Charcuterie will retain the non-refundable deposit as liquidated damages.

## **Delinquent Accounts:**

Campbell River Cheese & Charcuterie reserves the right to apply finance charges on any amount unpaid when due at an interest rate of 1.5% per month. In the event that Campbell River Cheese & Charcuterie must seek legal remedies to complete execution of this contract, the Client agrees to pay for all legal fees.

## **Food Quality, Safety & Allergies:**

Due to the extended room temperatures and holding conditions that each event may present, we do not recommend keeping leftover food. We recommend consuming the food within 3 hours of set up. Should the Client retain any leftover food or consume the food after 3 hours of set up; the Client must agree to assume full responsibility for proper refrigeration and storage of the food and understand our recommendation. By agreeing to this contract, the Client waives all liabilities from Campbell River Cheese & Charcuterie for any leftover foods retained by the Client or food eaten after the 3 hour recommendation.

\*Please be aware all platters are a mix of gourmet quality artisan cheese, charcuterie, crackers, nuts, chocolate, fresh fruit/ seasonal vegetables, dried fruit, accoutrements, and condiments. This is all subject to availability. To ensure the BEST possible quality of our food, some requested items may be unavailable due to what is in or out of season and in or out of stock.

\*It is the Client's responsibility to inform us well in advance of any dietary requirements. While we make every effort to accommodate such requirements, this may not always be possible. Pricing may vary based on dietary needs.

## **Allergen Disclaimer:**

**Attention customers with food allergies-** \*Please be aware that our food may contain or come into contact with common allergens, such as dairy, eggs, wheat, soybeans, tree nuts, peanuts, fish, shellfish, gluten or wheat. While we take steps to minimize risk and safely handle the foods that contain potential allergens, please be advised that cross contamination may occur, as factors beyond our reasonable control may alter the formulations of the food we serve, or manufacturers may change their ingredients without our knowledge.

\*It is also the Client's responsibility to inform Campbell River Cheese & Charcuterie of ANY and ALL food allergies or intolerances of you and your event guests one week in advance. Our platters are

not prepared in an allergen-free environment.

\*While we may be able to label items containing possible allergens ahead of time upon request, there is a risk of cross-contamination! By signing and agreeing to this contract, the Client waives all allergy liabilities of Client and Client's guests from Campbell River Cheese & Charcuterie.

## **Event Locations**

The Client assumes all responsibility for any damages/theft to the property rented to the Client that may be caused by patrons, members, guests, or invitees. Rental of the location is the sole responsibility of the Client and it is recommended that the Client confirm with the location that all necessary equipment/rooms are included. We do not supply tables, table cloths, plates, cups, silverware or napkins.

## **Weather & Other Factors**

Campbell River Cheese & Charcuterie is not responsible for any conditions that would affect the quality of the product or service such as rain, wind, hail, heat, insects or animals (outdoor weddings) etc. In the event of major weather changes, we will provide the best possible product, however are not responsible for damage that is related. We are not responsible for any damage to the food or equipment after delivery and/or set up is complete. Clients are responsible for providing an appropriate and secure table and environment for the grazing table/food. (Please keep children and animals away from the table until set up is finalized.)

## **Multi Dimensional Set Up / Equipment Rental**

Our first commitment to our customer is to make sure all heights, props and equipment are in perfect condition. We charge a \$50 rental fee of our basic equipment per event. A 50% rental deposit is required and will be refunded once items are returned to us. All rental equipment must be returned undamaged within 48 hours after the event to the address provided below:

(14732 Bellamy Road, Tampa FL 33625)

\*There will be a fee of \$15 per day for late returns the the Client will be responsible for.

\*Lost and damaged items will be paid to Campbell River Cheese & Charcuterie by the Client. By signing this contract, the Client will be 100% financially responsible for full retail value of any replacements and repairs of equipment.

## **Equipment**

Campbell River Cheese & Charcuterie reserves the right to charge the Client for missing and/or

damage equipment attributed to individuals attending a catered event. A final bill for any damage and/or missing equipment will be sent to the Client after the event. Payment is due the same day upon receiving the damage loss invoice.

## **Promotion & Photography**

It is agreed that Campbell River Cheese & Charcuterie may display and use video and photographs from the catering session and event for internet promotions, social media promotions and any other non-commercial purposes thought proper by Campbell River Cheese & Charcuterie. All videos or photographs are subject to be posted on all social networking sites for promotional purposes only. The Client is responsible for advising Campbell River Cheese & Charcuterie in writing of any photos or videos the Client wishes not to be publicized within 24 hours after the event has occurred. Campbell River Cheese & Charcuterie possesses full ownership of all video and photos of the decorating process and final set up photographed by Campbell River Cheese & Charcuterie and or its affiliates. Therefore, Campbell River Cheese & Charcuterie has permission to place their name and logo on any photographs taken by Campbell River Cheese & Charcuterie.

## **Travel Fee**

Based on the location of your event, an additional travel fee may be applicable and will be itemized on the invoice. Please consult with us to determine whether a travel fee is applicable for your event.

**\*Travel fee: Our travel radius is within one hour distance. We charge \$1.50/mile both ways for events. After Campbell River Cheese & Charcuterie employees have driven over one hour, a fee of \$40 will automatically be due in addition to the \$1.50/mile. (\$40 per hour after one hour)**

## **POLICIES**

### **GOOD TO KNOW:**

- We do not supply tables (but we do rent them), table cloths, plates, cups, silverware or napkins. These items must be provided in a cool area, preferably located away from direct sunlight (indoors with air conditioning is ideal).
- There is an equipment rental, travel and set up fee which will be itemized on your invoice.
- Please let us know of any allergies or dietary restrictions at least one week prior to your event to ensure everyone's safety and satisfaction.
- We do NOT clean up after the grazing table is finished and we do NOT serve guests. A staff to serve charcuterie is available upon request and for an additional fee.
- A fee will be charged if rental equipment and supplies are missing or are returned damaged or

broken.

- Charcuterie is meant to serve as an appetizer! If you want the table to be served as meal, please let us know so we can plan and price accordingly.
- You can purchase extra greenery or flowers for a lush effect for an additional fee.

### Signatures

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Client's Name (PLEASE PRINT)

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Date

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Campbell River Cheese & Charcuterie

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Client's Signature

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Date