



Mystic Catering
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Mystic Catering Contract Agreement

This Catering Contract Agreement (the "Agreement") is entered into as of the date signed below between Mystic Catering ("Caterer") and the Client identified below.

1. CLIENT INFORMATION

Client Name: _____
Company (if applicable): _____
Phone Number: _____
Email: _____
Event Date: _____
Event Location: _____
Guest Count: _____

2. EVENT DETAILS

Type of Event: _____
Start Time: _____
End Time: _____
Catering Service Type: ☐ Delivery ☐ Buffet ☐ Plated
☐ Family Style ☐ Pick-up
Menu Selection: _____

Special Dietary Requests: _____



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2. PRICING & PAYMENT TERMS

Total Meal Cost:	_____
State Sales Tax (7.35%):	_____
Delivery Fee:	_____
Service Charge:	_____
Labor Hour (If any):	_____
Deposit (50% due upon Signing):	_____
Final Payment (10 Days Before Event):	_____

Payment Methods Accepted: Cash, Check, Credit/Debit Card, ACH

4. CANCELLATION POLICY

- If the Client cancels **30 days or more** before the event date, the deposit will be refunded minus a \$100 administrative fee.
- If the Client cancels **within 30 days**, the deposit is non-refundable.
- If the Client cancels **within 7 days** of the event, the full catering cost is due.
- Any cancellations must be made in writing by email or certified letter.

5. FINAL GUEST COUNT & MENU CHANGES

- Final menu selections for your event must be made no later than the following food order date:
 - 10 – 50 Guests (*10 days before the event date*).
 - 51 – 125 Guests (*21 days before the event date*).
 - More than 125 Guests (*30 days before the event date*).
- Menu changes requested within **7 days** of the event may not be accommodated.
- Mystic Catering will make reasonable efforts to accommodate dietary restrictions with advance notice.

6. FOOD & SERVICE LIABILITY

- Mystic Catering will provide high-quality food and service in compliance with food safety regulations.
- Once food is delivered or served, the Mystic Catering is no longer responsible for food safety, including improper storage or handling by the Client or guests.
- Leftover food may be packed for the Client at their request but must be consumed or refrigerated immediately.



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7. STAFFING & RENTALS

- Staffing fees will apply based on service type and event size.
- The Client is responsible for securing event space, seating, tables, and linens unless rental services are arranged through Mystic Catering.
- Additional rental fees apply for dishware, flatware, glassware, serving equipment, and décor if requested.

8. FORCE MAJEURE

- Neither party shall be held liable for delays or non-performance due to unforeseen circumstances such as natural disasters, pandemics, acts of government, or other emergencies beyond control.
- In such cases, the deposit may be applied to a rescheduled date within one year of the original event date.

9. INDEMNIFICATION

- The Client agrees to indemnify and hold harmless Mystic Catering from any claims, liabilities, damages, or losses arising from the event, excluding those caused by the Caterer's negligence or misconduct.

10. AGREEMENT SIGNATURES

By signing below, both parties acknowledge and agree to the terms outlined in this contract.

Mystic Catering Representative:

Client:

Signature: _____

Signature: _____

Name: _____

Name: _____

Date: _____

Date: _____

Thank you for choosing Mystic Catering! We look forward to making your event exceptional and unforgettable.