

MaMaDea's

SOUL CAJUN LOUISIANA CUISINE

CONTRACT AGREEMENT

& Acknowledgment

Thank you for choosing MaMaDea's Soul Cajun Louisiana Cuisine for your special event. We are honored to provide authentic Southern and Cajun cuisine, exceptional service, and a memorable dining experience for you and your guests.

EVENT PLANNING INFORMATION

To receive a customized catering proposal, Clients must first complete the Event Inquiry Form on the MaMaDea's Soul Cajun Louisiana Cuisine website. A proposal must be reviewed and approved before a contract can be signed.

Proposal requests are reviewed daily during morning and evening business hours.

CONTACT THE OWNER

For catering inquiries, proposal questions, bookings, and event discussions, you may contact the Owner during the following hours:

- ✦ Monday – Wednesday: 9:00 AM – 5:00 PM
- ✦ Thursday – Friday: 4:00 PM – 6:00 PM
- ✦ Saturday: 9:00 AM – 5:00 PM

CONTACT THE SECRETARY / EVENT ORGANIZER

For assistance with event planning, menu selections, guest counts, decorating requests, timelines, and general coordination:

☎ Phone: (346) 870-7576 Phone: (281) 253-9382

Hours of Operation:

- ✦ Monday – Friday: 5:00 PM – 11:00 PM
- ✦ Saturday: Available All Day
- ✦ Sunday: 1:00 PM – 11:00 PM

Services Include:

- ✦ Event Planning
- ✦ Menu Selection Assistance
- ✦ Guest Count Coordination
- ✦ Decorating Coordination
- ✦ Proposal Questions
- ✦ Catering Timeline Planning
- ✦ General Event Information

CATERING & DECOR SERVICES

MaMaDea's Soul Cajun Louisiana Cuisine provides:

- ✦ Food Preparation
- ✦ Food Service
- ✦ Buffet Table Decor
- ✦ Buffet Table Setup
- ✦ Serving Utensils for Food Service

Please Note: MaMaDea's Soul Cajun Louisiana Cuisine decorates only the catering and buffet serving area. Clients are responsible for decorating the event venue, guest tables, seating areas, and event location unless additional decorating services are arranged.

FULL EVENT DECORATING

For full event decorating services, arrangements may be made through: **ITS YOUR DAY!!!!**

☎ Owner: (830) 837-9694

Clients may also contact the Owner or the Secretary/Event Organizer for assistance coordinating decorating services, event themes, color selections, timelines, and communication with the decorating team.

BEVERAGE REQUESTS

Additional beverage selections must be submitted before the catering proposal is finalized.

MaMaDea's Soul Cajun Louisiana Cuisine does not provide or serve alcoholic beverages.

Additional beverage charges will be included in the proposal and are due as part of the 50% deposit payment.

MENU SELECTION & GUEST COUNT REQUIREMENTS

- ✦ Clients may choose up to three (3) entrée selections and two (2) dessert selections from the catering proposal.
- ✦ If multiple entrée selections are chosen, a final headcount for each menu item is required no later than two (2) weeks before the event date.

- ✦ Meals will be prepared according to the final guest count provided by the Client and will be charged on a per-plate basis.
- ✦ Any meal changes must be submitted at least two (2) weeks prior to the event date. Changes requested after this deadline are not guaranteed and may result in additional charges.
- ✦ All menu selections, event details, decorating requests, and guest counts must be finalized at least one (1) month prior to the event date.

DEPOSIT, PAYMENT & CANCELLATION POLICY

- ✦ A 50% non-refundable deposit is required to secure and reserve your event date.
- ✦ Event dates are not guaranteed until the deposit has been received.
- ✦ The remaining balance is due one (1) week before the event date.
- ✦ By submitting a deposit, the Client agrees to all terms and conditions outlined in this agreement.
- ✦ Any cancellation request must be submitted at least two (2) weeks prior to the event date.
- ✦ Cancellations made less than two (2) weeks before the event will be responsible for the remaining balance due to food purchases, preparation expenses, staffing, supplies, and other event-related costs already incurred.
- ✦ Additional requests, menu changes, guest increases, or special accommodations requested after the proposal has been finalized may result in additional fees.

UTENSIL PACKAGE (OPTIONAL ADD-ON)

Utensils are not included with the catering package unless purchased by the Client.

STANDARD UTENSIL PACKAGE – \$145

Includes service for up to 100 guests:

- ✦ Dinner Plates
- ✦ Dessert Plates
- ✦ Cups
- ✦ Forks
- ✦ Knives
- ✦ Spoons
- ✦ Napkins

Additional utensil packages for guest counts exceeding 100 guests will be charged according to the current package rate.

Clients requesting upgraded or premium dinnerware options, including charger plates, decorative dinnerware, specialty utensils, glassware, or enhanced table settings will receive a customized quote.

Final guest counts must be provided at least two (2) weeks before the event date.

CATERING STAFF & FOOD SERVICE

Professional catering staff are available upon request.

SERVER RATE: \$25 PER HOUR, PER SERVER

The number of servers required will be determined based on guest count and event needs.

Clients choosing self-service assume responsibility for all catering equipment, serving utensils, containers, and supplies provided by MaMaDea's Soul Cajun Louisiana Cuisine.

CLEANUP RESPONSIBILITIES

MaMaDea's Soul Cajun Louisiana Cuisine is responsible for:

- ✦ Kitchen Preparation Area
- ✦ Buffet & Food Service Area

CLIENT is responsible for:

- ✦ Guest Tables
- ✦ Dining Areas
- ✦ Trash Removal
- ✦ Decorations
- ✦ Floors
- ✦ Seating Areas
- ✦ General Event
- ✦ Space Cleanup

Any venue cleanup requirements outside of the kitchen and buffet service area remain the responsibility of the Client.

DAMAGE RESPONSIBILITY ACKNOWLEDGEMENT

I understand that any lost, damaged, broken, stolen, or missing equipment provided by MaMaDea's Soul Cajun Louisiana Cuisine may result in replacement or repair charges.

I agree to pay an initial damage fee equal to fifty percent (50%) of the estimated replacement or repair cost and acknowledge responsibility for any remaining balance due.

Client Initials: _____ Date: _____