

Chef Po Urban Kitchen Booking Policy

In order to book with Chef Po Urban Kitchen, please contact us to make sure your event date is available. We require a 3-week notice for all bookings. Once, we have confirmed date availability, we require a **NON-REFUNDABLE** deposit of 50% of total bill. The remaining 50% balance must be paid 1 full week in advance of the event to ensure food and delivery. Deposits are **NON-TRANSFERABLE**.

Events booked without a 3-week notice will be at the Chef's discretion based on availability of date and size of event. A **NON-REFUNDABLE** late fee equal to 15% will be added to your total.

At this time, we are only booking events located in the **GREATER JACKSON-METRO AREA**. Out-of-town events are not accepted at this time.

We accept payments via: Paypal- chefpourbankitchen12@icloud.com
CashApp- \$ChefPo
Cashier's Check written to- Chef Po Urban Kitchen
Cash

We do not accept personal checks or money orders.

Chef Po Urban Kitchen Cancellation and Refund Policy

Chef Po Urban Kitchen understands that situations may arise in which an event or booking must be cancelled. We require that if you must cancel your booking, please provide us with a 48 hour notice. In cases where bookings are cancelled in less than 48 hours, **NO REFUNDS** will be provided for the refundable portion of payment.

Deposits to reserve your booking date are **NON REFUNDABLE/ NON TRANSFERABLE**. Bookings paid in full will be **REFUNDED MINUS THE DEPOSIT** within 3-5 business days in the manner of which you paid. Refunds are only granted if customer cancels booking 48 hours before the event. Cancellations less than 48 hours before the event results in **NO REFUNDS**.

In the event that you may need to **reschedule** your event, it is at the chef's discretion **and** must be reserved for a date within 30 days from original reserved date. Requested dates are reserved only if available. Rescheduling is not available less than 48 hours before event.

Chef Po Urban Kitchen Catering Contract

Contract Date: _____ Event Name _____

Contact Person Information:

Contact Name: _____ Phone #: _____

E-mail Address: _____

Back-up Contact: _____ Phone #: _____

E-mail Address: _____

Event Information

Location: _____ Event Date: _____

Event Start Time: _____ End Time: _____ Meal Time: _____

Planned Set-up Time Window: _____ (caterer will be allowed to set up)

Approximate Number of Guests: _____ Final Count: _____ Add-ons _____

Food/ Beverage	Number of Guests Receiving	Total \$

*Customer is responsible for flatware and tableware. We will provide serve ware. We do not provide cake stands or decor. Servers are available at your request for an additional fee of \$100 per server.

Total	
Deposit (50%)	
Balance	

Payment Terms and Cancellation Fees

Deposits are 50% of anticipated total amount of event and required to confirm event reservation. Deposits are **NON- REFUNDABLE/ NON TRANSFERABLE.**

Final payments are due 7 days prior to event and the Final Count is required also.

No refunds will be given for cancellations less than 48 hours prior to events. Payment is forfeited.

Additional people added after Final Count is given will require an additional \$5 per person in addition to original per person amount. No addition people added the day of the event. No refund is given in the event of actual count is less than the final count including additional add-on guests.