



## BOOKING CONTRACT

### **Guarantees:**

An approximate number of guests must be provided no later than 2 weeks prior to the event date. Madira Catering requires guaranteed numbers 7 business days prior to the event. If a guaranteed number is not received, Madira Catering will invoice for the original number of guests expected. In the event that additional guests attend, Madira Catering will invoice for the number of guests in attendance.

### **Holds & Cancellations:**

Upon booking your event, Madira Catering requires a deposit of 25% to hold your event. Madira Catering requires 5 days notice for the cancellation of your event. If this time frame is not met your deposit may be withheld, depending on circumstance. It is mandatory that a valid credit card be kept on file in the event of an overdue account to complete payment.

**Food and Beverage Policies:**

Menu options must be decided within 1 week of the event date. We offer a wide menu selection from buffets to plated dinners. We also offer hors d'oeuvres and midnight lunch options. Our chef is willing to work with you to design and deliver the perfect event meal. Specialty meals regarding food allergies or dietary concerns must be confirmed 3 days prior to the event date.

All prices and menu items are subject to change. A 15% gratuity charge will be included in the invoiced price for your event for groups larger than 20 people.

**Event Production Fees:**

Events requiring full-service staffing will be billed as follows. This service includes the presenting and clearing of plates and beverage service management.

Bartender - \$25/hour

Service Staff - \$20/hour

The total number of staff will be dependent on your event size and production level. This number will be agreed upon by both parties.

Tablecloths and linens are available to rent for your event. Madira Catering charges \$5/person for this service. For Government House events, this is a mandatory charge due to facility requirements.

**Payment Options:**

Payment in full must be made within 14 days of the event date. If payment is not made within this time period, Madira Catering will charge the remaining account balance to the credit card on file. We accept e-transfer, Apple Pay, MasterCard, and Visa as methods of payment.

Client Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_