

# CATERING SERVICE AGREEMENT

## Countywide Produce & Deli

### 1. EVENT DETAILS

- **Client Name:** \_\_\_\_\_
- **Event Date:** \_\_\_\_\_
- **Event Venue/Address:** \_\_\_\_\_
- **Service Type:** [ ] Full Service [ ] Buffet [ ] Drop-off
- **Estimated Guest Count:** \_\_\_\_\_

### 2. MENU & PRICING

- **Menu Selection:** As detailed in the attached Quote/Event Order.
- **Total Estimated Cost:** \$ \_\_\_\_\_
- **Final Headcount:** The Client must provide a final, guaranteed guest count no later than **7 days** before the event. The price will not decrease if the guest count drops below the guarantee.

**3. INGREDIENT AVAILABILITY & SUBSTITUTIONS** Countywide Produce & Deli prides itself on using the freshest seasonal ingredients. Due to the nature of fresh produce and deli markets, specific ingredients may occasionally be unavailable or fail to meet our quality standards on the day of the event. In such cases, the Caterer reserves the right to make reasonable substitutions of equal or greater value to ensure the quality and integrity of the menu.

### 4. PAYMENT SCHEDULE

- **Deposit:** A non-refundable deposit of **25%** (\$ \_\_\_\_\_) is required to secure the date.
- **Final Payment:** The remaining balance is due **14 days** prior to the event date.

### 5. CANCELLATIONS

- Cancellations made more than **14 days** before the event will result in a loss of the deposit.
- Cancellations made within **14 days** of the event will require payment of **50%** of the total estimated invoice to cover food procurement and labor costs.

### 6. RESPONSIBILITIES & LIABILITY

- **Food Safety:** Following the event, any leftover food becomes the responsibility of the Client. Caterer is not liable for any illness resulting from improper storage or consumption of leftovers.
- **Allergies:** Client must notify Caterer of any known food allergies. While we take precautions, our kitchen handles nuts, gluten, and dairy.

### 7. SIGNATURES

**Caterer Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Client Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_