



KC ELITE  
HOSPITALITY, LLC

## Catering Contract

Contract Date: \_\_\_\_\_ Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

### Contact Information for Event:

Customer Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### Event Information:

Location: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Time of Meal: \_\_\_\_\_

Approximate # of Guests: \_\_\_\_\_ Guaranteed Final Count due by: \_\_\_\_\_ # \_\_\_\_\_

This catering contract (the 'Agreement') dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ is between:

\_\_\_\_\_ (the 'Customer')

and

\_\_\_\_\_ (the 'Caterer')

### General Information:

- A gratuity charge of 20% and state sales tax of 6% will be charged on all catering contracts
- All dishes and utensils will be disposables unless other arrangements (\$\$) have been made
- Wedding/Reception events require a minimum of 75 people; all other event types require a minimum of 40 people.
- A catering package must be selected for deposit calculation and then finalized with any changes 30 days before the event

- No outside food or drink permitted apart from a wedding cake or other applicable dessert and bar supplies.
- Chris and Katie with KC Elite Hospitality will have open communication with the customer
- The customer is of the opinion that the Caterer has the necessary qualifications, licenses, experience and abilities to provide services to the Customer
- The caterer is agreeable to providing such services to the customer on the information set forth in this agreement/contract
- KC Elite Hospitality will not be held liable for any food related allergies
- KC Elite Hospitality's bar policy for all events: on 4-hour events bar will stop serving alcohol 30 minutes prior to contracted end time. For 5-hour events, 45 minutes prior to contracted end time. We reserve the right to cut off sooner shall it be deemed necessary. No exceptions will be made.
- Customers cannot bring in their own linens or chinaware. If those are desired, the caterer must provide. (customers can provide disposable tablecloths for non-wedding events if that is the choice – caterer will take no responsibility on the way it looks or their durability)
- If the event cannot be held on the scheduled date due to a national disaster or pandemic, KC Elite Hospitality will honor via postponement/reschedule to another agreed upon date within 2 years of the original event date. No refunds! (reschedule only) \_\_\_\_\_ \* INITIAL\*
- No outside alcohol allowed to be brought in beyond what was originally supplied for the event
- No illegal activity or substance allowed

**Payment Terms and Cancellation Fees:**

- A 50% deposit of the anticipated total or the minimum charge (whichever is greater) and a signed contract is required and confirms your event reservation. This deposit is non-refundable.
- There is a \$50 travel fee on all off-site catering events within 30 miles. Travel fee for distances beyond 30 miles will be calculated at \$1 per mile beyond the 60 miles round trip.
- Payment accepted in cash or check. If check is the desired form of payment, checks made payable to 'Katie Coil or KC Elite Hospitality'
- There will be a \$50 late fee added for those with a past-due balance. If final payment is not received within 7 days of event (including the late fee) KC Elite Hospitality may cancel the event (deposit non-refundable)
- Final guest count and final balance payment is due 30 days prior to the event (wedding/reception); Final guest count and final balance payment is due 14 days prior to the event (all other event types)
- If final payment is made before the 14 or 30-day requirement (depending on the event) and a cancellation is made by the customer, then the 50% balance is refundable less a \$250 fee. If cancellation occurs after the 14/30-day requirement (depending on the event) by the customer, it is not refundable for any reason.

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Caterer Signature: \_\_\_\_\_ Date: \_\_\_\_\_