



Agreement Letter

Information about both the service provider and recipient, along with the date of agreement.

This Agreement ("Agreement") is made on ____/____/____ by and between:

PARTY A (CATERER):

BRAWN & BUTTER
18466 Mendota St. Detroit, MI 48221
313-978-8424 / 313-979-0655
brumfieldbeginnings@gmail.com

PARTY B (CLIENT):

Name: _____
Number: _____
Email: _____

PURPOSE OF AGREEMENT:

Brief explanation of the reason for the agreement, clearly describing the services to be provided and the nature of the professional relationship between the parties.

This Agreement outlines the terms and conditions governing the provision and receipt of Catering Services by the involved parties.

TERMS AND CONDITIONS:

Detailed expectations, responsibilities, and legal obligations of both parties to ensure clear understanding and protect both sides.

This Agreement serves to delineate the Caterer's provision of specified services, devoid of additional obligations, and the Client's commitment to remitting agreed-upon fees while adhering to established timelines.

1.PAYMENT TERMS:

Specifies the total fee, payment schedule, and conditions, making sure both parties understand how and when payments will be made.

Client agrees to pay a total of \$_____. A 50 % deposit is required to secure the desired date of service. The balance must be paid in full by the agreed due date of: _____.

2.CANCELATION POLICY:

Explanation of how both parties agree to a specific time fee of confirming and cancellation of services.

Cancellations can be made through email or text, 48 hrs prior to the event date. If cancellation is not made 48 hrs prior, the deposit made becomes non-refundable.

3.GUEST COUNT:

Statement to detail responsibility of having and providing the number of guests.

The final guest count is required no later than 48 hours prior to the event. While we may make out best efforts to accommodate increases, we cannot guarantee them.

4.FOOD ALLERGIES & DIETARY RESTRICTIONS:

Statement to detail the obligation of reporting health needs and dietary choices.

The client is responsible for informing the Caterer of any food allergies and/or dietary needs.

5.SERVICES:

Description of specific services or deliverables the service provider will offer, outlining key tasks and responsibilities covered by the agreement.

BRAWN & BUTTER will provide catering services to _____. Caterer is responsible for the preparing and delivering food to agreed upon venue. Caterer is responsible for food setup and display, as well as maintenance of food and breakdown of display.

6.LIABILITY:

Description of legal responsibilities.

Caterer is not responsible for any injuries, damages or loss during the event by circumstances beyond their control.

7.FORCE MAJEURE:

Explanation of how uncontrollable events may not be held against the parties included.

Neither party shall be held responsible for events beyond their control (i.e., weather, natural disasters) that make it impossible to perform the contract.

8.AMENDMENTS:

Clarifying that any changes or updates to the agreement must be made in writing and signed by both parties to be valid.

Modifications to this Agreement require written documentation and mutual signatures from both involved parties.

9.SIGNATURES:

Provided space for both parties to sign and date the document to officially confirm their agreement and commitment to the terms.

Both parties agree to the terms outlined in this Agreement and acknowledge their understanding and acceptance by signing below.

8.SIGNATURES:

*Signed,
Party A (caterer):*

Party B (client):

X

X

BRAWN & BUTTER

Date: _____

Printed: _____

Date: _____