

# PoppaJoes Catering Contract

## Basic Information:

- PoppaJoes LLC 211 Lakeside Dr #57101, Leavenworth, Kansas 66048 (913) 420-3101
- Name and contact details of client
- Date of the event.
- Location of the event.

## Services Provided:

- Main courses selected
- Appetizers selected
- Desserts selected
- Beverages selected
- Types of services provided
- Buffet
- Sit-down
- Modifications or special dietary requirements or substitutions.

## Staffing:

- Number of chefs required
- Number of servers required
- Number of bartenders required
- Number of photographers required
- Number of videographers required
- Number of Disk Jockeys required
- Number of laborers required
- Dress code or uniform requirements

## Equipment and Supplies:

- List of items provided by the PoppaJoes LLC
- Utensils
- Table linens
- Plates and glassware
- Miscellaneous
- Setup and cleanup responsibilities

## Fees and Payment Schedule:

- Food and beverage cost
- Services accepted
- Equipment rentals
- Payment terms
- Deposit
- Final payment
- Due date for final payment
- Additional charges Overtime
- Extra guests
- Menu substitutions

## Cancellation and Refund Policy:

### 1. **Cancellation by Client:**

- **More than 30 days before the event:** Client may cancel the contract with no penalty. Any deposits paid will be refunded in full.
- **15-30 days before the event:** Client will forfeit 25% of the deposit. Any additional expenditures incurred by the caterer up to the cancellation date will be deducted from the refund.
- **7-14 days before the event:** Client will forfeit 50% of the deposit. Any additional expenditures incurred by the caterer up to the cancellation date will be deducted from the refund.
- **Less than 7 days before the event:** Client will forfeit 100% of the deposit. Any additional expenditures incurred by the caterer up to the cancellation date will be deducted from the refund.

### 2. **Cancellation by Caterer:**

- If the caterer cancels the contract for any reason, the client will receive a full refund of any deposits paid within 10 days of the cancellation notice. If the cancellation occurs within 30 days of the event, the caterer will reimburse the client for any additional costs incurred to secure a similar service from another provider.

### 3. **Force Majeure:**

- Neither party shall be liable for any failure to perform its obligations if such failure is due to circumstances beyond its reasonable control, including but not limited to acts of God, war, terrorism, government regulations, natural disasters, or strikes.

#### a. **Terms of Return:**

## Liability and Insurance:

- Liability coverage for damage or accidents
- Proof of insurance

## Miscellaneous:

- Handling of leftover food and beverages
- Any additional services Event planning
- Decorations
- Sending invitations

## Total amount due

- Completion date
- Customer signature
- PoppaJoes LLC authorized signature