

JT's Custom Catering

Client Guidelines & Contract

TIMELINE

You **MAY** be billed for additional staff and bartender hours if your event does not reasonably adhere to the agreed upon timeline contained within your Catering Contract.

LEFTOVERS

JCC (or you and or your guests) may package up all leftovers that are not able to be reused by **JCC**. You are responsible for providing appropriate containers to place leftovers into. If you do not have appropriate containers, all food will be disposed of or taken back to our kitchen. Once at our kitchen we are no longer required to give you those leftovers. (**ZIP LOCK BAGS, CONTAINER W/ LIDS OR ALUMINUM PANS**)

DEPOSIT

EVENT WILL BE RESERVED ONLY UPON RECEIPT OF SIGNED RESERVATION AND DEPOSIT OF **\$600.00** OF THE TOTAL INVOICE.

GUEST COUNT OVERAGE

You will **ONLY** be charged for the guaranteed number of guests served unless you have more attendee's than the guarantee **AND JCC** was required to purchase more Food and or Beverages to accommodate you. **JCC** will apply these changes to your catering contract.

ESTIMATED GUEST COUNT

Estimated Guest Count, not subject to reduction, is due **1 MONTH** prior to your event date(s). If you need to increase your guest count, within **1 MONTH** of your event date, we will apply the changes to your catering contract.

CONFIRMATION of the final number of attendees must be received at least **2 WEEKS** in advance of the event. In the event that a guarantee is not received, the number of estimated guests stated within the Contract Agreement will be prepared and billed.

PAYMENT

A Wedding or Function fee shall be billed to the host. Guests count includes both Adults and Children. Additionally, fifty- percent (**50%**) of the total invoice is due (**60**) days prior to the event, this **60** day fee is **NON - REFUNDABLE**.

FINAL PAYMENT

Final Payment for your event is due **1 month** prior to your event date.

PAYMENT TIMING

In the event a previously determined payment date cannot be fulfilled. Simply call us and let us know and we will provide a payment plan upon request.

FORM OF PAYMENT

For your convenience, payments to **JCC** can be made by Cash, Checks, Zelle, Venmo and All Major Credit Cards thru SQUARE. There is a **5%** processing fee on all credit cards.

- All checks should be made out to: **Joseph McWilliams**

TEXAS STATE TAX

JCC charges the current rate of **8.25%** on all listed services within your Catering Contract.

DELIVERY CHARGE

JCC Charges a Delivery Charge on every event, fee is determined on how far the location is.

CANCELLATION BY CLIENT / VENUE / ACTS OF GOD

All prepayments and deposits are **NON - REFUNDABLE**

CHANGE OF EVENT DATE or VENUE

JCC will apply the entire balance of your deposits and prepayments (**less \$100.00**), towards another event. Subject to our availability. All costs are subject to change.

BOOKING POLICY

JT's Custom Catering may be reserved up to **(1)** year in advance of your Celebration or Event date.

RENTALS

You may provide all or part of your own rental items for your event. **JCC** will/ may give you an estimated cost/ list of rentals for your event. You may change/ cancel those items at any time, If **JCC** is coordinating rentals, on your behalf, through a rental company , you may be required to pay the rental company directly. This information will be specified in your contract. Certain rentals may be provided by **JCC** as listed in your Catering Contract. Any loss or damage to **ANY** rentals will be billed to you after your event.

ACKNOWLEDGEMENT

This Contract and JT's Custom Catering Letter of Agreement constitute the entire agreement between the host and / or person responsible for payment and JT's Custom Catering & Rentals. This agreement can only be modified by subsequent written agreement. I have read these terms and conditions of this agreement. I have received a complete copy of this agreement and agree to comply with the terms and conditions of this contract.

CLIENTS NAME (PRINTED)

CLIENTS SIGNATURE

_____/_____/_____
DATE SIGNED

ESTIMATED # OF GUESTS

_____/_____/_____
DATE OF EVENT