



## Terms and Conditions

Thank you for choosing Lily Grace Catering Services, LLC for your upcoming event. Our staff and management are committed to providing all the professional services required to make your event an absolute success. As with most successful businesses, certain guidelines and procedures will help ensure your requests and our requirements are understood. Please review the following terms and conditions and contact us with any questions.

- 1. Payment Terms:** Payment of 33% of the estimated cost of the event is due with signed confirmation, a minimum of 60 days prior to the event. Full payment is due 7 days prior to the event.
- 2. Guest Count:** Client agrees to inform Lily Grace Catering Services, LLC, by phone or email, 7 days in advance of event, as to the final number of guests. All changes related to the services listed in the Event Order must be made no later than this date. Client will be charged for the number of guests and services on the Event Order if no alternate final number is received. After confirmation of your final guarantee, the number of guests may not be lowered.
- 3. Cancellation:** A cancellation of contract will only be accepted in writing. If written cancellation is received 90 days prior to the event the 33% payment will be refunded, less 10% of estimated food and beverage charges as an administrative fee. If cancellation is received less than 90 days prior to the event date, client will be responsible for any costs incurred by Lily Grace Catering Services, LLC by reason of breach thereof, and the 33% payment will be retained as partial liquidation on the invoice.
- 4. Client's Responsibility:** Lily Grace Catering Services, LLC is not responsible for any items provided by client to the event (i.e. beverages, flowers, cake, gifts, additional foods, dishes, glassware, serving pieces, etc.). Lily Grace Catering Services, LLC is only responsible for those items listed on invoice as provided by Lily Grace Catering Services, LLC and no other items. It is understood that the client will conduct the event in an orderly manner, and in full compliance with all applicable laws, ordinances and regulations, and facility contract.
- 5. Time Schedule:** Client agrees to begin the event within a reasonable amount of time from the scheduled service time on the Event Order. The client further agrees to pay overtime charges or other expenses incurred if the event continues past the indicated event end time. Lily Grace Catering Services, LLC does not impose a time limit on your event, however, service and end time will be determined by the flow of events.
- 6. Prices:** Prices stated are subject to change according to the market price of products and with final guaranteed number of guests. Lily Grace Catering Services, LLC will inform client of market price changes no later than 30 days prior to the event. Client will have the option of revising products and service to reduce costs prior to payment as described in Term 1. Upon final payment, price is fixed and may only change due to a change in number of guests or mutually agreed upon changes in the services and products provided.

Initial \_\_\_\_\_ Date \_\_\_\_\_

7. **Alcoholic Beverages:** Client agrees to take all responsibility for the action of guests who are consuming alcoholic beverages during and after the event. Insurance may be required, please consult your event facility. Lily Grace Catering Services, LLC will exercise the right to refuse alcohol to any guest who is intoxicated or individuals not of legal drinking age. All of our bartenders have completed the TABC certification process to protect the safety of you and your guests. Any and all alcohol must be served by a TABC certified bartender or server ... you and/or your guests may bring alcoholic beverages, however, they must be surrendered to the bar. Our bartenders will **not** serve shots to guests.
  
8. **Default:** Lily Grace Catering Services, LLC's performance is contingent upon the absence of strikes, labor disputes, accidents, severe weather, or any other cause beyond Lily Grace Catering Services, LLC's control. Lily Grace Catering Services, LLC assumes no responsibility in the event the facility is unwilling or unable to have the event take place on the event site. Lily Grace Catering Services, LLC, may, at its sole discretion, make reasonable substitutions to menu, equipment and other services listed on the Event Order.

I/we agree to the above terms and acknowledge receipt of a copy of this document.

\_\_\_\_\_  
Name (Bride/Event Planner or Host)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Groom/Event Planner or Host)

\_\_\_\_\_  
Date