

GRAND CIRCLE CATERING LLC

CATERING SERVICES AGREEMENT & POLICIES

This Catering Services Agreement ("Agreement") is entered into between **Grand Circle Catering LLC** ("Caterer") and the undersigned client ("Client") for the provision of catering services for the event described below.

1. EVENT INFORMATION

Client Name: _____

Phone/Email: _____

Event Date: _____

Event Location: _____

Event Time: _____

Estimated Number of Guests: _____

Selected Catering Services/Menu: _____

Total Estimated/Contracted Amount: \$_____

Deposit Required: \$_____

Remaining Balance: \$_____

2. CATERING SERVICES

Grand Circle Catering LLC will provide the catering services, food, beverages (if applicable), staffing, equipment, setup, service, and/or cleanup specifically described in the approved quote or proposal provided to the Client.

Any services, menu items, rentals, staffing, or other items not specifically included in the approved quote are not included in the contracted price and may be subject to additional charges.

The final guest count and menu selections must be confirmed by the date specified in this Agreement. Changes requested after the applicable confirmation date may be subject to additional fees and availability.

3. DEPOSIT AND PAYMENT

A deposit is required to secure and reserve the Client's event date. The event date is **not considered officially reserved until the required deposit has been received and this Agreement has been signed by both parties.**

The remaining balance is due no later than __ **days before the scheduled event date**, unless otherwise agreed upon in writing.

Any additional charges resulting from changes to the guest count, menu, services, event location, staffing, rentals, or other Client-requested additions must be paid according to the terms provided by Grand Circle Catering LLC.

4. NON-REFUNDABLE DEPOSIT

The Client understands and agrees that the deposit is **non-refundable**.

The deposit compensates Grand Circle Catering LLC for reserving the event date, declining other potential bookings for that date, and beginning the planning, preparation, purchasing, and coordination necessary to provide the contracted services.

If the Client cancels the event for any reason, the deposit will not be refunded.

Any payments made in addition to the deposit may be subject to the cancellation and refund terms outlined in this Agreement.

5. CANCELLATION BY GRAND CIRCLE CATERING LLC

Grand Circle Catering LLC will make every reasonable effort to fulfill the agreed-upon catering services.

If Grand Circle Catering LLC must cancel the Client's event and is unable to provide the contracted services, the Client will receive a **full refund of all deposits and payments made to Grand Circle Catering LLC for the event.**

Grand Circle Catering LLC will not be responsible for any additional costs, damages, losses, or expenses incurred by the Client as a result of the cancellation, including but not limited to costs associated with securing a replacement caterer, venue, travel, accommodations, or other third-party services.

6. CANCELLATION BY CLIENT

If the Client cancels the event for any reason, the deposit will remain **non-refundable**.

Cancellation must be provided to Grand Circle Catering LLC in writing.

If the Client has made payments beyond the required deposit, any potential refund of those additional payments will be determined based on the timing of the cancellation, costs already incurred by Grand Circle Catering LLC, and any non-refundable expenses or commitments made on behalf of the event.

7. EVENT CHANGES AND FINAL GUEST COUNT POLICY

The Client agrees to notify Grand Circle Catering LLC as soon as possible of any changes to the event, including changes to the date, time, location, guest count, menu, or requested services. All changes are subject to availability, menu requirements, and Grand Circle Catering LLC's ability to accommodate the requested changes. Changes may result in additional charges or an adjustment to the final invoice.

The guest count provided at the time of booking is considered an estimated guest count and may be updated by the Client. Clients may request to increase or decrease the guest count prior to the event. Any changes to the guest count must be communicated as soon as possible and are subject to availability, menu requirements, and the Caterer's ability to accommodate the change.

The **final guest count must be confirmed no later than 14 days before the scheduled event**. The final guest count will be used to determine the final food quantity, staffing, supplies, and total balance due.

If the Client increases the guest count after the final guest count has been confirmed, Grand Circle Catering LLC will make reasonable efforts to accommodate the additional guests; however, additional guests are not guaranteed and may be subject to additional charges.

If the Client decreases the guest count after the final guest count has been confirmed, the Client remains responsible for the charges based on the confirmed final guest count, as food and supplies may have already been purchased and preparations may have begun.

For events booked **within 14 days of the event date**, the guest count provided at the time of booking will be considered the final guest count unless otherwise agreed upon in writing by Grand Circle Catering LLC.

Grand Circle Catering LLC reserves the right to adjust pricing when changes to the event substantially affect the scope of services, staffing requirements, food quantities, travel, equipment, or other event-related expenses.

8. MENU AND FOOD ALLERGIES

Grand Circle Catering LLC will make reasonable efforts to accommodate dietary restrictions and food allergies when notified in advance.

The Client must inform Grand Circle Catering LLC of any known food allergies or dietary restrictions before the event.

Although reasonable precautions will be taken, Grand Circle Catering LLC cannot guarantee an entirely allergen-free environment due to the possibility of cross-contact with allergens in food preparation areas or at the event site/location.

9. OUTSIDE FOOD AND BEVERAGES

Unless otherwise agreed upon in writing, outside food and beverages may not be incorporated into the catered service or served alongside Grand Circle Catering LLC's food without prior approval.

Any outside food or beverage arrangements must be discussed and approved in advance.

10. SETUP AND CLEANUP

The specific setup and cleanup services included in the Client's package will be outlined in the approved quote or proposal.

Additional setup, breakdown, cleanup, travel, equipment, or staffing requirements not included in the original quote may result in additional charges.

The Client is responsible for ensuring that the event location is reasonably accessible and ready for the agreed-upon setup and service times.

11. VENUE ACCESS AND EVENT CONDITIONS

The Client is responsible for providing Grand Circle Catering LLC with accurate information regarding the event location, including parking, loading access, stairs, elevators, venue restrictions, and any required permits or approvals.

Any additional costs resulting from unexpected venue restrictions, difficult access, extended waiting times, or conditions that substantially increase the time or resources required to provide the services may be charged to the Client.

12. FORCE MAJEURE

Grand Circle Catering LLC will not be considered in breach of this Agreement if its performance is prevented or substantially affected by circumstances beyond its reasonable control, including but not limited to severe weather, natural disasters, fire, government restrictions, acts of terrorism, public emergencies, transportation disruptions, power outages, or other unforeseeable events.

In such circumstances, Grand Circle Catering LLC will communicate with the Client and make reasonable efforts to determine whether the event can be rescheduled or whether another reasonable solution is available.

13. DAMAGE OR LOSS

The Client may be responsible for costs associated with damage to Grand Circle Catering LLC's equipment, serving items, or property caused by the Client, guests, venue personnel, or other individuals associated with the event.

Any applicable charges will be communicated to the Client following the event.

14. AGREEMENT TO TERMS

By signing this Agreement, the Client acknowledges that they have read, understood, and agreed to the terms and policies outlined herein.

The approved quote or proposal, together with this Agreement, constitutes the understanding between Grand Circle Catering LLC and the Client regarding the catering services for the event.

Any changes to this Agreement must be made in writing and agreed upon by both parties.

CLIENT

Client Name: _____

Signature: _____

Date: _____

GRAND CIRCLE CATERING LLC

Authorized Representative: _____

Signature: _____

Date: _____