



## PoppaJoes Catering Agreement

### Basic Information:

PoppaJoes LLC <https://poppajoes.org>  
[sales@poppajoes.org](mailto:sales@poppajoes.org) [info@poppajoes.org](mailto:info@poppajoes.org) 1 (913) 608-7337 1 (816) 816-894-6557  
Customer name \_\_\_\_\_ phone number \_\_\_\_\_  
Type of event \_\_\_\_\_ hours of event (duration) \_\_\_\_\_  
Complete address of event \_\_\_\_\_  
Date of event \_\_\_\_/\_\_\_\_/\_\_\_\_ number of guest \_\_\_\_\_

## Services Provided:

Details of foods and beverages needed  
Appetizers \_\_\_\_\_  
Main courses \_\_\_\_\_  
Desserts \_\_\_\_\_  
Beverages Types \_\_\_\_\_  
Alcoholic beverages types \_\_\_\_\_  
Type of service (buffet, sit-down, etc.) \_\_\_\_\_

## Staffing:

### Staff required

Waitstaff \_\_\_\_\_  
Chefs \_\_\_\_\_  
Bartenders \_\_\_\_\_  
Photographers \_\_\_\_\_  
Videographers \_\_\_\_\_  
Disk Jockey's \_\_\_\_\_  
Laborers \_\_\_\_\_  
Dress code or uniform requirements \_\_\_\_\_

## Equipment and Supplies:

Items provided Glassware \_\_\_\_\_ Utensils \_\_\_\_\_ Table linens \_\_\_\_\_  
Amount of Tables provided \_\_\_\_\_ Chairs \_\_\_\_\_  
Setup and cleanup responsibilities provided by \_\_\_\_\_

## Fees and Payment Schedule:

### Detailed breakdown of costs

Food\_\_\_\_\_

Beverages\_\_\_\_\_

Staff\_\_\_\_\_

Photo package selected\_\_\_\_\_Price

Media package selected\_\_\_\_\_Price

Service fees provided\_\_\_\_\_Price

Equipment used\_\_\_\_\_Price\_\_\_\_\_

Payment terms

Deposit date\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Final payment amount\_\_\_\_\_date\_\_\_\_\_/\_\_\_\_\_

Additional charges

Overtime hours \_\_\_\_\_charges\_\_\_\_\_

Extra guests amount\_\_\_\_\_charges\_\_\_\_\_

Menu substitutions fees

## Cancellation and Refund Policy:

### 1. Cancellation by Client:

**More than 30 days before the event:** Client may cancel the contract with a 10% penalty.

Any deposits paid will be refunded less penalty

**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.

## Liability and Insurance:

Liability coverage for damages or accidents provided by \_\_\_\_\_  
Coverage cost \_\_\_\_\_  
Proof of insurance provided date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

## Miscellaneous:

Handling of leftover food and beverages given to customer  
Amount of food \_\_\_\_\_ Beverages \_\_\_\_\_  
Returned minus restocking fee \_\_\_\_\_  
Any additional services Event planning \_\_\_\_\_  
Decorations \_\_\_\_\_

Signature PoppaJoes \_\_\_\_\_ date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Customer \_\_\_\_\_ date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

PoppaJoes Catering agreement