

Catering Terms

Catering Exclusivity

Client agrees to abide by the attached Terms and Conditions. No outside food or beverage may be brought into the catered events unless agreed upon. (Food and beverage service is available only through Prime Time)

Deposits and Payments

Deposits are required in order to confirm an event. The amount of the deposit required will be outlined in the catering agreement. Onsite and offsite catering will be paid in full after the event is over. If client fails to make any payments when due prior to the date of the event, this contract may be cancelled by PrimeTime Catering. If client for any reason cancels this agreement client agrees to the following. Cancellations made more than 30 days prior to the event forfeit 50% of the deposit. Cancellations made 7-29 days prior to the event forfeit all of the deposit. Cancellations made less than 7 days of the event will be charged the full amount of the proposed event.

Guarantee

The guaranteed number of attendees is required by 12:00 p.m. seven business days prior to the date of the event. Once received, this number is not subject to reduction. Final billing will be based on the guarantee or the actual number of Persons served, whichever is greater. In the event the guarantee is not received, final billing will be based on the initial estimate or the actual number of Persons served, whichever is greater.

Service Charge

Add 18% service to all goods and services for offsite catering.

Add 18% service to all goods and services at Prime Time location.

All events over \$15.00 a person will include table cloths. All events under \$15.00 per person will be charged \$10.00 for each table cloth.

All off site events have a delivery/drive time fee of \$25.00. within 10 miles of Prime Time. If more than ten miles, the fee is subject to increase depending on the additional distance. If event requires disposables there will a purchase fee to supply these products. Fee will be based on the size of the event.

Menu Selection

Due to market fluctuations, prices cannot be confirmed until 1 months prior to your event. Menu items are subject to change based upon availability. Service charge is added to all food and beverage.

Provided Items

Prime Time Catering is not responsible for storage, transfer or assembly of Person's items, decorations or centerpieces. Persons will need to make prior arrangements for set-up and transfer of decorations, centerpieces and floral arrangements, etc.

Alcoholic Beverages

Oregon Liquor Control Commission (OLCC) regulations require we provide a bartender to dispense all alcoholic beverages. All OLCC rules and regulations will be followed to include: asking for proper identification and not serving a visibly intoxicated Person.

No alcoholic beverages will be permitted to be brought into or removed from the premises by patrons or their Persons.

4450 S.W. Pacific Ave. Forest Grove, OR, 97116 | Phone: (503) 357-3684 | Fax: (503) 992-1554 | Primetime.Adrian@outlook.com

Client Signature

Print your name

Prime Time Signature

Print your name

I accept the terms of this Proposal and Contract