

# Signature Cakes and Catering

Monetha B. Gaskin, Owner

(803) 240-9001

**Date of Event:**

**Time of Event:**

**Location of Event:**

**Contact Information (Name, 2 Phone numbers):**

**Amount to be paid:**

**Deposit:** There is a \$75.00 deposit paid to reserve your date. In the event of cancellation, your deposit is NONREFUNDABLE, unless other arrangements have been made with management.

**Initial** \_\_\_\_\_

**Down Payment:** In addition to the deposit, a 50% down payment is expected 2 months prior to the event date. If this contract is signed within two months of event date, 50% is due upon signing.

**Initial** \_\_\_\_\_

**Final Payment:** Total contract price is due 2 weeks prior to your event date.

**Initial** \_\_\_\_\_

**Final Guest Count**

Final guest count, is due 5 days prior to your event date(s). If you need to increase your guest count, within 5 days of your event date, we will make every effort to accommodate your request. Additional fees and charges may apply beyond the normal agreed upon expenses. Guest reduction will not be accepted 5 days prior to the event.

**Initial** \_\_\_\_\_

Signature Cakes and Catering will prepare a 5% overage based on the final number of guests. You are not charged for this service.

**Initial** \_\_\_\_\_

**Leftovers**

Signature Cakes and Catering, you or your guests may package any leftovers. You are responsible for providing appropriate containers to place leftovers into. If you do not have appropriate containers, all food will be discarded. Signature Cakes and Catering will not provide to go boxes for your guest, unless it's added to the contract.

**Initial** \_\_\_\_\_

## Payment Methods

All prices quoted are based on a cash/check purchase. All clients wanting to pay via MasterCard or Visa will be assessed an additional non-cash payment charge of 5% per the amount of transaction. **Initial**\_\_\_\_\_

## Taxes

**State and Local Taxes.** In addition to the contract price, you will be charged and responsible for all applicable state and local taxes. **Initial**\_\_\_\_\_

**Tax Exempt Organizations.** If you are a tax exempt organization, you must submit the tax exempt certificate to Signature Cakes and Catering no later than 30 days prior to the event date.

**Initial**\_\_\_\_\_

## Delivery and Set up

There will be a \$40 delivery and set up fee for any event within 20 miles of Northeast Columbia, SC. This fee is included if on-site services are requested.

There will be a delivery fee of \$10 for cupcakes **only** within 10 miles of Northeast Columbia, SC.

There is a \$200 fee for services between 50 and 100 miles of Northeast Columbia, SC. Contact for out of state travel.

**Initial**\_\_\_\_\_

## Damage

By signing this agreement you assume responsibility for any and all items damaged by any guest, invitee or other person attending your event. **Initial**\_\_\_\_\_

**Liability.** Customer agrees to indemnify and hold Signature Cakes and Caterer harmless against all claims for injury or damage to persons or property arising out of any act, omission, negligence or misconduct on the part of said customer or any of its agents, guests, patrons or invitees. **Initial**\_\_\_\_\_

**Personal Property.** Caterer cannot assume responsibility for personal property and equipment brought into customer's private property during the event. **Initial**\_\_\_\_\_

## Rental

There is a \$50 minimal rental fee for any containers used for the purpose of the event that belongs to Signature Cakes and Catering; up to 3 containers. Any additional rental needs will occur a \$25.00 charge per item.

## Personnel

**a. Dress.** Our staff will be dressed appropriately for events, unless you request something different.

**b. Time.** If requested, on site staff is available for an additional \$200.00. Our invoice will include staffing for at least [4] hours beginning at the starting time throughout the final cleanup of the event.

**Clean up**

Signature Cakes and Catering will be responsible for the area occupied by us to deliver event services. This usually includes the kitchen or designated set-up area determined by the contractor. Signature cakes and catering will provide trash bags and any other cleaning material for our use only.

**Initial**\_\_\_\_\_

**Change of Event Date or Venue.** Caterer will apply the entire balance of your deposit and prepayments (less \$75), towards another event; subject to our availability. All costs are subject to change.

**Cancellation**

**Cancellation by Client.** If the event is cancelled within 180 days from the date of the scheduled event, all deposits and pre-payments are forfeited in full. **Initial**\_\_\_\_\_

or

Provided that client is not in default of its obligations hereunder, client has the right to cancel this agreement without cause by delivering written notice to **Signature Cakes and Catering** of such cancellation. In the event client cancels, caterer agrees to refund certain amounts paid by client as follows: (i) 100% of the Deposit if client cancels within two (2) calendar days of making the deposit, and (ii) 40% of the deposit if client cancels at least seven (7) calendar days prior to the event. In the event client cancels less than seven (7) calendar days prior to the event, client shall not be entitled to any refund and caterer will retain the entire deposit.

Please return signed contract to Signature Cakes and Catering within 5 business days of receipt.

**Invoice Attached**

Client Signature\_\_\_\_\_

Date\_\_\_\_\_

Owner of Signature Cakes and Catering\_\_\_\_\_

Date\_\_\_\_\_

\*Invoice attached