

General Information and Policies

Payments and Retainer Fee

Billing arrangements for all events must be made in accordance with catering policies. There is a **\$500.00 non-refundable retainer fee** on all events, unless prior arrangements have been made with our catering coordinator. We accept cash, checks credit cards, and money orders. Checks should be made out to Creative Moments Catering. If we receive a payment for services via check and that payment bounces with our bank you will be responsible for a \$35.00 fee. All credit cards are subject to a 4% processing fee. **The retainer fee will reserve all services stated on the customer invoice. This includes rentals, DJ, bartender, event lighting, etc.....**

Taxes and Gratuities

All applicable state and local taxes will be imposed and paid by the client.

A 20% gratuity will be added to all events.

Cancellations

If the client cancels a contracted event, the caterer can retain all of retainer fee and payments made as liquidated damages. Cancellations and failure to notify the caterer of the cancellation will require full contract amount to be paid in full.

Client Initial _____

Leftover Food

When we are on location to serve food, we usually carry more than we expect to serve. Any prepared food that is leftover from event will be given to the client. We do not offer disposable containers to guests.

Unpaid Guest

In the case that you have more guest than expected at your event. You will receive a bill at the end of the event for your price per guest plus an additional \$5.00, \$ _____. Plus taxes and gratuities. Client Initial _____

Dinnerware

All food prices include table linens, disposable plates, forks, cups, and napkins for all food tables provided by Creative Moments Catering. For example, wedding cakes, dessert tables, etc.. that are provided by other vendors, the client is responsible for plates, napkins, forks, and etc.

We do offer china to rent for an extra \$5.00 per person.

There is a \$2.00 per guest service fee that is added for events using china. This is added if the china is rented from Creative Moments or another facility.

Kitchen Facilities

1. If the rental facility does not offer a kitchen, a fee of \$300.00 is added to the final invoice.
2. If Creative Moments is required to furnish ice for the event, a fee of \$200.00 and up is added to the final invoice.
3. If the rental facility requires caterer to take the trash, a fee of \$300 or more will be added.

Bar Services

The bartender fee includes a total of four hours. Each additional hour will be \$100.00 each.

Please provide large coolers for beer and wine for easy transport and have the items pre-iced before the event.

Table Linen for bar tables are available for rent.

Client Initial _____

Catering Contract

1. I, Patron, agree, to pay for all guests attending but not less than for the number of guests guaranteed. Caterer may limit services to the number of guests guaranteed or the number of guests Caterer deems to be the maximum for the facility. Arrangement for additional guests and menu changes must be made at least five (5) days prior to the functions and such final guarantee, whether oral or written, shall be binding on patron as if originally guaranteed. In no event shall guarantee be less than originally agreed upon.

2. No event will be permitted to run over the time agreed upon without Caterer's approval. Caterer reserves the right to make reasonable additional charges for events running beyond the time agreed upon. The agreed charge is \$150.00 per hour.

The food buffet will be open for two hours from the start of dinner.

3. Any balance due will be paid in cash, money order, credit card, or check within thirty (30) days of the start time of function.

4. When patron wants to supply any food to be brought on the premises, patron must secure written approval and endorsement of Caterer before such food will be allowed on the premises. *You may only bring in food that we do not offer.*

Client Initial _____

5. Caterer and/or its agents will be liable for any damage to property entrusted to its employees, for the loss of any property by theft or otherwise. *Therefore, no one except employees of Creative Moments Catering will be allowed in the kitchen areas.* Patron assumes responsibility for any damages to any property rented to patron that may be caused by patrons, members, guests or invitees.

Client Initial _____

6. Cake Cutting- We will provide cake cutting service for an additional \$125.00. You are responsible for the cake plates, forks, and napkins. If you would like for Creative Moments to provide cake plates, napkins, and forks, a \$95 fee will be added.

This agreement constitutes the entire agreement between the parties. No modifications or cancellations thereof shall be valid nor of any force effect unless in writing signed by the Caterer. The undersigned acknowledges that (s)he has read and accepted all the terms of CATERING AGREEMENT and had executed the Agreement on the:

The agreement coincides with the CATERING ORDER WORKSHEET which outlines the exact type of food, times and equipment to be provided by caterer for patron.

_____ Date _____

Patron Signature

Printed Name

Caterer