

Thomasina's

205-35 Linden Blvd. St. Albans, NY 11412
Telephone (718) 525-5273 • Fax (718) 276-7589

Date: _____ Telephone: _____ Bus: _____ Cell: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Date of Affair: _____ Time: _____ Minimum Guests Guaranteed: _____

1) TERMS OF PAYMENT

% Deposit, Required Payments should be made as follows: 1/3: _____ 1/3: _____ 1/3: _____

2) CANCELLATION

A. Customer must give a written notice of intent to cancel. Once a contract is signed, the patron has 72 hours from the date of execution to cancel without penalties.

B. If the patron cancels six months before the scheduled date, cancellation fee will be 5% of the total contract price or \$100.00 whichever is less, plus all expenses incurred.

C. The preceding also applies. Cancellations made less than six months prior to reservation date if caterer can re-book (B).

D. If a patron cancels a catering contract and caterer cannot re-book the patron must pay 50% of the contract.

3) REFUND

The caterer will return to the patron any sum, which exceeds the permissible cancellation fee within 30 days. There will be a \$35.00 charge on any check returned to Thomasina's from the bank.

4) PAYMENT

The last payment must be paid 2 weeks prior to the date of the affair. Final payment must be made by Cash, Money Order, Certified Check, or Official Bank Check.

5) If the final number of guests exceeds the original number guaranteed, the extra number of guests should be supplied to the character 48 hours prior to the date of the affair.

6) All obligation and responsibilities must be made in writing. This contract is binding upon acceptance by the caterer's authorized agent.

7) You will receive a menu of your planned affair. This written menu is attached hereto and forms a part of the contract. This menu incorporates and is subject to all services, prices, and conditions, as contained in such.

8) The catering hail must supply all liquor consumed on premises. All food is consumed on premises.

9) Affair exceeding schedule time -Extra time must be requested at least 1.5 hours before the affair is schedule to end. The fee to extend an affair will be 10% of the total contract charge per hour. At the time of the request the fee must be paid in cash.

10) All sweet sixteen events, no sneakers, no boots, no jeans, no alcohol, no head gear

11) Outside DJ must have liability Insurance + surcharge of \$50.00

12) DECORATIONS

Color scheme 1 _____ 2 _____	\$ _____
Color Napkins _____	\$ _____
Balloons _____	\$ _____
Chair Covers _____	\$ _____
Other _____	\$ _____

Thomasina's

205-35 Linden Blvd. St. Albans, NY 11412
Telephone (718) 525-5273 • Fax (718) 276-7589

13) **ITEMIZED BILL PACKAGE**

Package _____	X _____	P/P _____	\$ _____
Price _____	X _____	P/P _____	\$ _____
Bartender _____	X _____	P/P _____	\$ _____
DJ _____			\$ _____
Sound Technician _____			\$ _____
Minister/Pastor _____			\$ _____
Master of Ceremony _____			\$ _____
Occasion Cake _____			\$ _____
Subtotal			\$ _____
Tax			\$ _____
Gratuities			\$ _____
TOTAL			\$ _____
Deposit			\$ _____
BALANCE			\$ _____

Please be aware if payment is not received your affair will be cancelled without any further notification.

I have read and understand the above terms and they are acceptable to me.

Customer Signature: _____ Date _____

Thomasina's Management Signature: _____ Date _____

Wedding Receptions • Private Parties • Banquet Conferences • All Occasions

THOMASINA'S CATERING INC.