

2129 Parkway Drive
St. Peters, MO 63376

PATTY'S CATERING
CLIENT DETAIL SHEET

Phone: 636-936-0604
Fax: 636-477-7580

Date of Proposal _____
Contact Person _____
Address _____
Address _____
Telephone # _____
E Mail _____
Additional Info: _____

Event Date: _____
Type of Event: _____
Event Location: _____
Address: _____
Address: _____
Tele # _____
Guest Arrival: _____
caterer arrives: _____
Buffet time _____
Additional Info: _____
of guests _____ 100

Menu		

Beverages _____

Dessert _____

Place Settings _____

Staff _____

Notes _____

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INVOICE

food
per person

Staff / Caterers

Place Settings per person
per person

Beverage

Dessert

Additional Cost
Additional Cost

SUB TOTAL

TAX

FINAL TOTAL

PAYMENT

BAL. DUE

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pattyscatering@sbcglobal.net

Fax: 636-477-7580

CONTRACT
Please Read Carefully.

COMPANY BOOKING POLICY

Booking an event 7 or more months In advance:

There will be a non-refundable deposit of \$350 to hold your catering date. Six (6) months before your catering date a second deposit of \$500 is required, which is non-refundable. If after the second deposit is made and there is a balance still due, this will be due in full two (2) weeks prior to your catering date, which is non-refundable.

ALL PAYMENTS MUST BY MADE BY CREDIT CARD, CASHIERS CHECK, MONEY ORDER OR CASH.

NO PERSONAL CHECKS ACCEPTED.

Booking an event less than 6 months In advance:

If you are booking an event and the date is less than 6 months away, a deposit of Half of your total bill (non-refundable) is due when you sign this agreement. The balance will be due two weeks prior to your catering event.

Booking an event less than a month:

If booking an event with less than 30 days away, payment is due in full upon signing this agreement.

YOU WILL BE NOTIFIED VIA EMAIL WHEN PAYMENT IS DUE OR TO REMIND YOU.

This booking policy ensures you that we will be available on on your date.

Final number of guests will be required two weeks before your catering event.

IF your event is running extremely late Patty's Catering reserves the right to begin serving your guests after one fifteen delay from the agreed serving time. This ensures good food served safe by the Food & Safety regulations.

Food Safety Regulations do not allow us to leave any food. If your guaranteed number of guests which you have paid for have been served and there is still food left, we offer all your guests seconds. Our

policy does not allow us to leave any food at your venue.

Any venues requiring fees to be paid by the caterer will be paid by the client, our prices do not reflect additional fees.

Exceptions

We may make an exception if we are serving in your home or workplace if there is ample refrigerator space to leave food at safe temp.

You will have to sign that you are responsible to keep this food safe for consumption _____

Signature: _____

Date: _____

Upon signing this contract your
deposit due at this time