



# Tom Wood Catering Contract

810 S. Mackinaw Rd., Kawkawlin, MI 48631  
tomwoodcatering.com 989.751.8930

**Contract Date:**

**Event Name:**

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**Company Name:**

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**Contact Name:**

**Cell Number:**

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**Email Address:**

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**Mailing Address:**

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**Event Start Time:**

**Venue Location:**

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**Set Up Time:**

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**Approximate Number of Guest:**

**Payment Terms & Cancellation:**

- Prices is subject to 6% Sales Tax and 25% Service/Delivery Charge .
- A gratuity for the staff is optional, but always appreciated.
- 10% of estimated bill or 500.00, whichever is greater is required to book a date. This guarantees the date and the menu prices at time of booking. The deposit is non-refundable.
- 50% deposit of total bill is due four weeks before the event.
- The balance of the bill is payable in full the week before the event. Final payment and final count must be given 7-10 days prior to the event.
- No refunds will be giving for cancellation within 30 days of the event.

**Client Signature:**

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**Service Provider Signature:**

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