



## ***Kathy's Katering Catering Service Agreement***

### **CLIENT INFORMATION**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ ALTERNATE PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

### **EVENT INFORMATION:**

TYPE OF EVENT: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ TIME OF EVENT: \_\_\_\_\_

DESIRED TIME FOR FOOD SERVICE TO BEGIN: \_\_\_\_\_ APPROX. NUMBER OF GUESTS: \_\_\_\_\_

LOCATION OF EVENT: \_\_\_\_\_

INDOOR/ OUTDOOR EVENT? \_\_\_\_\_ KITCHEN ACCESS? \_\_\_\_\_

### **MENU SELECTIONS:**

MENU SELECTIONS *(please circle one)*:

HOG ROAST

COMBINATION 1

COMBINATION 2

COMBINATION 3

COMBINATION 4

ALA CARTE ITEMS:

\_\_\_\_\_ QUANTITY: \_\_\_\_\_ TOTAL: \_\_\_\_\_

\_\_\_\_\_ QUANTITY: \_\_\_\_\_ TOTAL: \_\_\_\_\_

\_\_\_\_\_ QUANTITY: \_\_\_\_\_ TOTAL: \_\_\_\_\_

\_\_\_\_\_ QUANTITY: \_\_\_\_\_ TOTAL: \_\_\_\_\_

TOTAL COST OF EVENT: \_\_\_\_\_

Pricing quoted in this agreement and the amount of food prepared based on the client's number of guests are final, and not subject to reduction after \_\_\_\_\_ **(DATE)**. Any changes in number of guests after the above date will be subject to Kathy's Katering discretion, and will be charged the price agreed to below regardless of the number of guests.

The client agrees to pay the following amount: \_\_\_\_\_

The client is expecting approximately the following number of guests \_\_\_\_\_

Kathy's Katering reserves the right to make small adjustments to the event menu if certain ingredients become unavailable due to reasons beyond Kathy's Katering's control.

Kathy's Katering reserves the right to substitute items that become unavailable in the open market or that exceed reasonable market costs. Kathy's Katering will notify client in a timely manner if such complications arise.

Kathy's Katering will not be held liable for any loss that results from unfulfilled terms and conditions of this agreement. If Kathy's Katering is prevented or delayed from fulfilling its obligations, either in part or full, by acts of war, riot, strike, flood, or by any other act or condition not within Kathy's Katering's control, Kathy's Katering is not held liable.

If the event is cancelled by the client, there will be no refund of deposit. If the event is cancelled within 30 days of the event, the full amount is still due to Kathy's Katering. Payment is due two weeks prior to the catered event.

Kathy's Katering will maintain a general liability insurance policy throughout the term of this agreement, and the client agrees not to hold Kathy's Katering responsible for any damage, theft or loss.