

**EVENTS**  
By Saker  
CATERING CONTRACT POLICIES

\*\*Please read all documents and consult with our catering advisor before signing contract.

**CATERING RESERVATIONS:**

Reservations are valid for up to one calendar year. A signed copy of this contract must be on file in our office in order for the contract to be valid. Contact our catering advisor to make changes or corrections.

**PAYMENT:**

Payment may be made in cash, credit card, or checks payable to 'EVENTS'. All applicable state sales tax, and appropriate service charges will be added to the total costs. There will be a 4% credit card fee added. Final payment is due \_\_\_21\_\_\_ days prior to / following the event.

**DEPOSIT:**

Room charge deposit is due at time of booking.

**GUARANTEED ATTENDANCE:**

For groups up to 25 people: Final count for an event must be received 10 full working days prior to the event. This count will become your guaranteed number and is not subject to reduction. Increases to your guarantee number above 10% are subject to approval.

For groups above 25 people: final count for an event must be received 7 full working days prior to the event. If attendance falls below 80% of the guaranteed number, 95% of the total bill will be charged. If attendance is more than 10% or the guaranteed number, we will make every effort to accommodate your group. However we cannot guarantee availability of additional items as specified in the original order and will substitute accordingly.

**LATE BOOKINGS:**

We encourage placing your order as early as possible. A minimum of three weeks planning is required for some meals. We reserve the right to refuse events that are requested late or exceed our capacity to provide service.

**CANCELLATION BY ‘ACTS OF GOD’:**

‘EVENTS’ will apply all prepayments and deposits toward another event date, subject to our availability.

**CANCELLATIONS:**

Cancellations received 60 – 90 days prior will result in a 30% charge of the total bill.  
30 – 59 days prior will result in a 50% charge of the total bill.  
29 or fewer days prior will result in a 100% charge of the total bill.

**DEPOSIT FEES ARE NON-REFUNDABLE**      Customer Initial: \_\_\_\_\_

**FOOD & BEVERAGES:**

All food and beverages will be supplied and prepared by us, except those items specifically mentioned and initialed in the MENU portion of this contract.

**UNUSED FOOD & BEVERAGES:**

If you wish to take home any leftover food or non-alcoholic beverages from your event, then you will need to sign the release form in this contract. You must provide your own carry out containers.

**ALCOHOL:**

We reserve the right to card and/or refuse service at any event. We reserve the right to close the bar service. Our outdoor patio area can be opened on request. **NO ALCOHOLIC BEVERAGES MAY BE TAKEN OUTSIDE TO THE PARKING LOT AREA.**

**DAMAGE:**

‘EVENTS’ assumes no responsibility for ANY damage or loss of any merchandise, alcohol, equipment, furniture, clothing, or other valuables prior to, during, or after the event. We will do everything possible to ensure that all of your supplies, rentals, and equipment are cared for and maintained in good working order and without damage.

**STORAGE:**

Prior approval from ‘EVENTS’ management is required for any items stored before or after your event. Some rental fees may apply.

**RENTALS:**

Some items may be available for rent from ‘EVENTS’. Please check with our catering director for availability and fees.

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**I have read this contract and understand and agree to the rates and terms and conditions of this contract.**

Today's Date: \_\_\_\_\_

'EVENTS' Representative: \_\_\_\_\_

Client's printed name: \_\_\_\_\_

Client's function name: \_\_\_\_\_

Event date: \_\_\_\_\_ Event Time: \_\_\_\_\_

Client's Signature: \_\_\_\_\_

Client's contact information:

Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_