GreatQ4U!

BOOKING CONTRACT

CATERER

GreatQ4U!
Jim Knepper, Owner
P.O. Box 26
Boiling Springs, PA 17007-0026

CLIENT

Name:
Address:
City/State/Zip:
Phone: Fax: E-mail:
Alternate Phone/Contact #'s:

EVENT INFORMATION

Date: Type of Function: *Guaranteed Guest Count*:
Time Location:

AGREEMENT OF CHARGES

Charges Agreed Upon Based on Attached Estimate/Invoice: $

Gratuities	$
Tax	$
Subtotal	$
Deposit	*$*
Balance Due	$

A 30% deposit is due upon signing this contract. The deposit will be deducted from the total bill and then 30% of the total is due at least 7 days prior to the event, finally the remaining 40% balance must be paid, in full on or before the date of your event. Personal Check and Credit Card payments are accepted. Returned checks or declined credit cards will be charged a $45 reprocessing fee.

In the event of cancellation, the caterer must be notified in writing 30 days prior to the date of your function. If written notice is received within that 30-day period, the deposit will be refunded and the client will receive a copy of the contract marked "cancelled." All deposits placed on a Credit Card will be refunded less an 8% Merchant Service fee to compensate for bank charges that we incur for processing the Credit Card transactions. If cancellation occurs less than 30 days before the event, full prepayment will be retained. If the function is cancelled less than 72 hours prior to the event 50% of the total food and beverage cost will be charged, based on the estimated guest count on the contract.

The final menu selections must be attached to this contract. In the event that the client would like to make a change to their menu, not due to an increase or decrease in the number of guests, the caterer must have a 14-day notice and the change must be approved in writing by the caterer. *Upon signing of this contract, a guaranteed number of guests is required. If the guest count should increase or decrease by more than 5 guests, the caterer must be notified at least 20 business days prior to the event.* All details relating to menu selections must be confirmed at least one week prior to the function. For clients choosing 'Full Service Buffet' option, please be aware that our staff is instructed to keep food on the buffet stocked and fresh. We will serve food from your buffet only upon your request. Champagne Service and Cake Cutting/Service are not included in 'Full Service' pricing, but are available at additional cost.

The caterer shall not be liable for the non-performance of this contract when such non-performance is attributed to acts of God and other causes whether enumerated herein or not, which are beyond the reasonable control, preventing or interfering with caterer's performance. In such event, the caterer shall not be liable to the customer for any damages, whether actual or consequential, which may result from such non-performance.

The caterer reserves the right to make changes to your function in the event that our quality of excellence would be compromised and client shall be notified of such changes prior to the event.

Client's Signature _____ Date _____

Caterer's Signature _____ Date _____