

Catering Contract with Everyday's A Celebration! Catering and Party Planning

This is an agreement between Everyday's A Celebration!, _____

Pamela Hopper, owner and manager, 127 Pinedale Avenue, Sacramento, CA 95838 – (916)949-6907 –
www.everydaysacelebration.com, everydaysacelebration@hotmail.com and

_____(Sign), _____(Address),
_____(Phone #), on today, _____, to provide catering services specified in the "Menu Confirmation" attached to the very best of our ability, on _____(Date of Event)
at _____(Time), plus set up and clean up. By signing this you are agreeing to the "Menu Confirmation" details that we last agree upon and I send you a copy of. Please read all details to make sure there are no misunderstandings. The financial terms are: 50% retainer for services towards the total bill, please send it as soon as possible to reserve your date. Until the retainer is received, your date can be reserved by someone else. Covering the remaining balance is recommended to be paid 5 days ahead, so that the day of the event all is taken care of, with nothing to deal with, but may be received up until the day of the event. There is a \$150 service charge, which pays for the commercial kitchen and 7.75% tax added on. The gratuity is up to you. The industry standard is 20% for great service and goes to the employees and manager. You can pay Everyday's A Celebration by cash, check, money order, cashier check, or by credit cards through www.paypal.com. Often professional venues require you to carry insurance. We are fully licensed, permitted, food safety certified, and insured for \$2,000,000 aggregate which covers the food, medical and venue for you. We do not ask to be reimbursed for this, but do ask you to consider this, as you consider a gratuity and our service. If you have to cancel please notify us immediately. Your refund will depend upon if we can return items we have purchased for your event, but there will be a charge for any substantial, meaning more than 1 hour, invested time for your event. We will issue a refund check as soon as possible, usually within 4 days after the cancellation. **Please give us your final people count at least 5 days ahead.** You will be charged for the amount of people you were last quoted to us, as we will have bought food for that # of people, no matter if less show up. If you fail to call us with a final count 5 days ahead you will be charged for the # of people you last told us and we had therefore put on the confirmed menu that goes with this contract. Please include your vendors in that count if you want them to be served. We try to have plenty of food, and have always had too much. However, different people eat different amounts, planning food quantities is an educated guess, just like your guess of how many guests will show up. We follow the suggested standard guidelines and add on extra in case you have heavy eaters or extra guests. If you have more people than you expect we will do all we can to accommodate your extra guests. Please pay for the extra people if we can accommodate them. So far we have 100% client satisfaction, but if there is any problem, we will do all we can within our means to satisfy you. We would compensate you in some form if we truly made an error. We want you to be happy! This does not negate your responsibility for payment. If there is left-over's it will be up to the caterer's discretion about who can take them with them, as it does come out of the caterer's expenses. If you need to make menu changes please do those as soon as possible, it is recommended more than 7 days ahead, and we will try to accommodate, but if things have already been purchased and can not be returned we may not be able to change, without charge. We look forward to doing a great job for you! Thank-you, for using our service. Your happiness is our happiness!