



Standard Catering Agreement

Name: _____

Address: _____

City: _____ State: _____ Zip code: _____

Phone: (____) _____

Date: _____

Date of Function: _____

Type of Function: _____

Time of Function: _____

Location of Function: _____

Guaranteed number of guests: _____

Total Balance of Function: \$ _____

I, _____ understand that there is a **Non-Refundable Retainer fee of 50%** of the balance upon signing the contract. The remaining balance of \$ _____ should be paid at least two weeks prior to _____ . If there is a written cancellation received 3 months prior to the event date, the service fee may be refunded.

I agree to pay for all guests attending, but not less than the number of guests guaranteed. The guaranteed count includes all the people who are attending the party, photographers, ministers, sitters, musicians, limo drivers, etc.



The charge for each person over the guaranteed count will be at the caterer's established rate of \$ _____ per person.

There may be an additional charge for any function running over the normal time limit, requiring the staff of Northern Soul Catering to remain after a reasonable time.

Northern Soul Catering reserves the right to substitute items that become available in the market or that exceed reasonable market cost. Northern Soul Catering will notify clients if time allows.

Northern Soul Catering shall be held liable for any damage to property where function is held if Northern Soul Catering is at fault. Client assumes responsibility for any damages to the property if the client or their guests are at fault.

Final payment is due two weeks prior to the event. Payment is acceptable in cash or check. If any specific changes or requests are made, Northern Soul Catering must be notified at least two weeks in advance.

If final payment is not received two weeks prior to the event, a **\$500.00 late fee** will be added to the balance due.

In the event of cancellation due to forced evacuation caused by hurricane or other act of God, the client will be granted the opportunity to reserve the services of Northern Soul Catering for another date within the next six weeks, subject to availability.

Any refunds or cancellations due to extenuating circumstances will be refunded 100%.

****WARNING****

CONSUMING UNDERCOOKED EGGS, BEEF, AND/OR POULTRY MAY INCREASE YOUR RISK OF FOOD BOURNE ILLNESS.

PLEASE ASK THE CATERER IF THERE'S ANY DAIRY, EGG, SOY, WHEAT, PEANUT, AND TREE NUT IF YOU HAVE ANY TYPE OF ALLERGY TO ANY OF THESE ITEMS

I hereby agree to the above terms of this contract.

Print Name: _____

Signature: _____

Date: _____

Caterer's Signature: _____



ALL PETS AT A CLIENT'S RESIDENCE OR FACILITY WHERE AN EVENT IS HELD
ARE **NOT** ALLOWED IN THE KITCHEN OR DINING AREA.

Thanks for choosing Northern Soul Catering!



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