



Catering/Server Contract

Date Prepared: _____

Date & Time of Event: _____

Location: _____

Number of People Attending: _____

Individual or Group Name: _____

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- Balance must be paid in full 3 days prior to the actual event, unless prior arrangement has been discuss and approved by server.
 - A final guarantee of attendee must be receive one (1) week before the event. If no guarantee is received, your estimated attendees will be used.
 - If the attendee falls below the guarantee, the customer will be responsible for the estimated attendees. The Caterer/Server will set and prepare for the guaranteed number. Anything greater than the number guaranteed will result in additional
 - There is a three (3) hour time allowance for the serving of the meal. Each hour after the aforementioned three (3) hours will result in an additional \$25.00 per hour.
 - In order to reserve a date, a \$50 must be presented as a down payment.
 - Deposits are non-refundable, in addition, a fee of \$75 will be due if cancelled within seven (7) days of the event.
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SIGNATURE OF CONTRACTEE:

DATE:

Mrs. Odell Johnson

SIGNATURE OF CATERER/SERVER

DATE