



CATERING CONTRACT

2 POND STREET
BRISTOL, PA 19007
215.458.8226
COLLEEN@CHUCKSBBQ.COM

Customer's Name:

Full Address:

Contact Phone Number:

Contact Email:

Date of Function:

Location of Function:

Buffet Service Start Time:

Approximate # of Guests:

Retainer Fee:

Location Fee and/or Travel Expenses (if applicable):

GENERAL INFORMATION AND POLICIES

Our professional resources in culinary and service skills afford you complete assurance that all commitments will be carried out to your satisfaction. The staff of Chuck's BBQ will endeavor to make your event worry-free and enjoyable for client and all guests attending. In order to ensure you and your guests of a well organized function, we must ask that we both adhere to the following catering policies:

PAYMENTS AND RETAINER FEE

Billing arrangements for all events must be made in accordance with catering policies. There is a 50 % retainer fee on all events, unless prior arrangements have been made with our catering coordinator. We accept cash, checks and credit cards. Checks should be made out to Chuck's BBQ and mailed to 722 Paxson Lane, Langhorne, PA 19047. If we receive a payment for services via check and that payment bounces with our bank you will be responsible for a \$35.00 fee.. Extra service staff may be needed from time to time depending on the menu and most of the time they are figured into the cost of the food, but at times we may need to add an extra staff charge which will be agreed upon by both parties.

GUARANTEES

The coordinator must be notified of the exact number for which you wish to guarantee services for not later than 14 days before the event. However, unless agreement is made by both parties.

BUFFET SERVICE TIME

The buffet will be set up and the food will be ready to go between the agreed time frame.

TAXES

All applicable state and local taxes will be imposed and paid by the client. If the client’s organization is tax exempt, the caterer must receive a certificate reflecting the client’s exemption status not later than five working days before the event. If the caterer does not receive this certificate, the client agrees to pay all taxes associated with the event.

CANCELLATIONS

If the client cancels a contracted food event, and/or the facility, the caterer can retain 50% of the retainer fee as liquidated damages, up until two weeks prior to the event.

GRATUITY

Gratuity is figured at 15% and will be added to the invoice.

CATERING CONTRACT

- 1. I, Patron, agree to pay for all guests attending but not less than for the number of guests guaranteed. Caterer may limit services to the number of guests guaranteed or the number of guests Caterer deems to be the maximum for the facility. Arrangement for additional guests and menu changes must be made at least five (5) days prior to the functions and such final guarantee, whether oral or written, shall be binding on patron as if originally guaranteed. In no event shall guarantee be less than originally agreed upon.
- 2. In the event patron cancels or otherwise breaches this agreement, Caterer shall retain 50% of the retainer fee and/or any reasonable out of pocket expenses incurred by Caterer up until two weeks prior to the event.
- 3. Any balance due will be paid in cash,, check, or credit card the day of the function

This agreement constitutes the entire agreement between the parties. No modifications or cancellations thereof shall be valid nor of any force effect unless in writing signed by the Caterer. The undersigned acknowledges that (s)he has read and accepted all the terms of this CATERING AGREEMENT and has executed this Agreement on _____ and by returning it within ten (10) working days. Failure to comply will risk securing the aforementioned contracted day of function.

The agreement coincides with the CATERING INVOICE which outlines the exact type of food, times and equipment to be provided by caterer for patron. A copy of the CATERING INVOICE must accompany this agreement to make it whole.

Patron's Signature

Date

Caterer Signature

Date