

CATERING CONTRACT

Fuqua School Catering

605 Fuqua Drive Farmville Va, 23901
(434) 392-4131 ellingtonja@fuquaschool.com

Today's Date: _____

AGREEMENT between **Fuqua_School_Catering** (Caterer) and _____ (Client).

Contact's name: _____ Phone # (work) _____ (home) _____

Mailing Address: _____ City _____ State _____ Zip Code _____

Date of function: _____ **Location of Function** _____

Starting time of Function _____ Ending Time of Function _____ Time of Meal _____

Approximate Number of Guests _____ Final Number of Guests _____ (1 week prior to event)

Florist _____ DJ/Band _____ Cake Decorator _____

Bar yes no Wine yes no Beer yes no Liquor yes no

Audio _____ Video _____

*****50% Deposit is required to reserve services for event.**

Amount of Deposit \$ _____ Cash Check Credit Check # _____

Date Paid _____

*****A 20% service charge will be added to all bills.**

*****Balance due 7 days prior to the event unless prior arrangements are made.**

Signed _____ DATE: _____

Catering Agreement

In consideration of the services to be performed by **Fuqua Catering** ("Caterer") for the benefit of _____ ("Client") at the event scheduled for _____ as set forth on the attached invoice, Client agrees to the following terms and conditions:

- 1.) In order to reserve the date of the Event, Client must deliver a signed copy of this Agreement to Caterer along with a deposit. The Client will pay a 50% deposit, of anticipated cost based on approximate count.
- 2.) All details of the **menu** and set-up will be on **Page 3** of the contract.
- 3.) At least (7) days prior to Event, Client agrees to inform Caterer of the number of persons expected to attend the Event and to pay for the amount confirmed. If the actual number in attendance is greater than the amount confirmed, Caterer cannot guarantee that adequate amounts of food will be available for all persons in attendance. Should event be cancelled prior to 30 days before date of event, a full refund of deposit, less \$250 will be given. Should event be cancelled less than 30 days before date of event, 50% of deposit will be refunded, less \$250.
- 4.) If Client fails to pay any payments when due prior to the date of the Event, this Agreement may be canceled or rejected by Caterer. Client agrees that Caterer shall not thereafter be obligated to provide any services hereunder. In such case, or if Client shall, for any reason whatsoever, cancel this Agreement, Client acknowledges Caterer may retain 50% of the Deposit.
- 5.) The Caterer will exercise all reasonable care in security of liquor supplied by Client and will furnish bartenders at the Client's expense to dispense such liquor. However the patron will not hold the caterer liable if theft, breakage or vandalism should occur, or any other acts beyond reasonable care by the caterer.
- 6.) Client agrees to begin function promptly at the scheduled time and to vacate premises at the closing hour indicated. The Client further agrees to reimburse the Caterer for any overtime wages, payments or other expenses incurred by the caterer because of the Patron's failure to comply with these regulations.
- 8.) It is understood that the Client will conduct the function in an orderly manner and in compliance with all applicable laws, ordinances and regulations.
- 9.) This contract is contingent upon the absence of accidents or any causes beyond the control of the caterer. The caterer also reserves the right to make reasonable substitutions if unable to secure specific items

Signed _____ **DATE:** _____

Fuqua School
 605 Fuqua Drive
 Farmville, Va 23901

Webber Party
 May 16,2015
 Farmville Train Station
 2-5pm based on 80 guest

Catering Menu

QTY	PRICE	DESCRIPTION	TOTAL
80	\$17.00 per person	Baked Spinach Dip with Parmesan Pita Chips Assorted Cheese with Crackers Fruit skewer with brown sugar cream cheese Dip Chicken Salad in Pastry Cup Fresh Vegetable Display with Buttermilk Ranch Dip Petite Country Ham Rolls Assorted Brownies Tea, Water, Lemonade	\$ 1360.00
80	\$2.50 per person	Stuffed Mushrooms with crab	\$ 200.00
		Includes plastic plates, cups, white napkins, plastic utensils, white linen table cloths for food tables.	
		20% service fee	\$ 312.00
		7% Farmville food tax	\$ 109.20
		Total	\$ 1981.20
		Deposit due	\$ 990.60
		Amount Due May 16,2015	\$ 990.60

Full Payment is due the date of the event. I agree to these terms and I agree with the amount listed on this contract.

Signed _____ Date _____

