

CATERING CONTRACT

CLIENT & CATERER — EVENT FOOD & BEVERAGE SERVICES

AGREEMENT NO.

EFFECTIVE DATE

This Catering Contract (the “Agreement”) covers food, beverage, and related services for the event described below, including menu, guest count, price, and cancellation terms.

1 THE PARTIES

Caterer

FULL LEGAL NAME / ENTITY

ADDRESS

CITY

STATE

ZIP

PHONE

EMAIL

Client

FULL LEGAL NAME / ENTITY

ADDRESS

CITY

STATE

ZIP

PHONE

EMAIL

2 SERVICES & SCOPE OF WORK

The Provider agrees to perform, and the Client agrees to accept and pay for, the services described below (the “Services”). Work outside this scope is performed only under a written change order signed by both parties.

EVENT SERVICES (MENU, STAFF, RENTALS, BAR, SETUP & BREAKDOWN)

EVENT DATE

SERVICE TIME

VENUE / LOCATION

ESTIMATED GUEST COUNT

MENU & DIETARY / ALLERGY NOTES

3 TERM & SCHEDULE

This Agreement begins on the start date shown and continues until the Services are completed or it is terminated as provided herein. Timeframes are good-faith estimates and may be affected by weather, site conditions, permit timing, and other delays outside the Provider’s reasonable control.

START DATE

COMPLETION / END DATE

SCHEDULE / MILESTONES / WORKING HOURS

4 COMPENSATION & PAYMENT

The Client shall pay the Provider the amounts set out below. Unless stated otherwise, invoices are due on receipt; overdue balances may accrue the late fee shown, and the Provider may suspend Services until the account is current. Prices exclude applicable sales tax unless noted.

TOTAL PRICE / RATE (\$)

PRICING BASIS (FLAT / HOURLY / PER VISIT)

PRICE PER GUEST (\$)

SERVICE / GRATUITY (%)

Payment schedule:

☐ Due on completion

☐ Deposit + balance

☐ Per invoice / monthly

☐ 50% / 50%

☐ Other

DEPOSIT / RETAINER (\$)

BALANCE DUE & DUE DATE

LATE FEE (% OR \$)

ACCEPTED PAYMENT METHODS

5 CLIENT RESPONSIBILITIES

The Client will provide safe and timely access to the premises, accurate information, required approvals, and any utilities, materials, or conditions reasonably needed for the Provider to perform. Delays or extra work caused by the Client may adjust the schedule and price.

6 FINAL GUEST COUNT

The Client will confirm the final guest count by the deadline below; the count may increase but generally cannot decrease after that date, and billing is based on the greater of the final count or actual attendance.

FINAL-COUNT DEADLINE

MINIMUM GUARANTEED GUESTS

7 FOOD SAFETY, ALLERGIES & ALCOHOL

The Caterer follows applicable food-safety rules. The Client is responsible for disclosing guest allergies. Any alcohol service complies with applicable licensing and the Caterer or venue holds the required permit.

Alcohol service:

☐ None

☐ Provided by Caterer (licensed)

☐ Client-supplied

8 CANCELLATION & REFUNDS

Cancellation terms and the refundable portion of the deposit depend on how far before the event the Client cancels, as set out below. The deposit reserves the date and may be non-refundable.

CANCELLATION / REFUND SCHEDULE (E.G., 30/14/7 DAYS)

9 INDEPENDENT CONTRACTOR

The Provider is an independent contractor, not an employee, partner, or agent of the Client. The Provider is responsible for its own taxes, insurance, tools, and any employees or subcontractors, and controls the manner and means of performing the Services. Nothing in this Agreement creates an employment, agency, or joint-venture relationship, and the Provider is not entitled to employee benefits.

10 LIMITATION OF LIABILITY & INDEMNIFICATION

To the maximum extent permitted by law, the Provider's total liability arising out of or relating to this Agreement will not exceed the total fees paid under it, and neither party will be liable for indirect, incidental, special, or consequential damages. Each party agrees to indemnify and hold the other harmless from third-party claims arising from its own negligence, willful misconduct, or breach of this Agreement.

11 CANCELLATION & TERMINATION

Either party may terminate this Agreement on written notice as set out below. On termination, the Client shall pay for Services performed and non-cancellable costs incurred through the termination date; deposits are applied to those amounts first and are refundable only to the extent they exceed them, unless marked non-refundable.

NOTICE REQUIRED (DAYS)

DEPOSIT / CANCELLATION TERMS

12 GENERAL TERMS

This Agreement is governed by the laws of the state identified below, without regard to its conflict-of-laws rules, and represents the entire agreement between the parties, superseding all prior discussions. It may be amended only by a writing signed by both parties. If any provision is held invalid, the remaining provisions remain in full force. Neither party is liable for delays or failures caused by events beyond its reasonable control (including weather, natural disasters, supply or labor shortages, or governmental action). Notices must be in writing and delivered to the addresses shown above. This Agreement may be signed in counterparts, including electronically.

GOVERNING STATE / JURISDICTION

13 ADDITIONAL TERMS

The parties may record additional agreed terms or special provisions below. Any handwritten addition or alteration should be initialed by all parties.

ADDITIONAL TERMS / SPECIAL PROVISIONS

By signing below, each party acknowledges that they have read and understood this Agreement and agree to be bound by all of its terms as of the Effective Date.

CATERER SIGNATURE

PRINT NAME

DATE

TITLE / CAPACITY (IF SIGNING FOR AN ENTITY)

CLIENT SIGNATURE

PRINT NAME

DATE

TITLE / CAPACITY (IF SIGNING FOR AN ENTITY)