



Customer's Name _____ Home Telephone _____
Full Address: _____ Cell _____
Email: _____
Type of Function _____ Time of Function: _____
Location of Function _____ # of Adults _____
Of Children 7-under _____ Guaranteed Total Guests _____
Retainer Fee: \$300.00 minimum or 25% of total food bill

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. 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 policies. There is a 25% retainer fee on all events, unless prior arrangements have been made. We accept cash, checks, money orders, and credit cards. Checks should be made out to Halftime. If we receive a payment for services via check and that payment bounces with our bank you will be responsible for a \$30.00 fee.

Guarantees

I should be notified of the exact number for which you wish to guarantee services for no later than five working days before the event. In the event a guarantee service number is not received, the original estimated attendance count will be prepared and charged. The charge for each additional person set up at patron's request will be made and the patron agrees to pay at Caterer's established rate of \$25.00 per person.

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 and beverage event, the caterer can retain all or a portion of the retainer fee as liquidated damages.

Leftover Food

When we are on location to serve food, we usually carry more than we expect to serve. When offsite for a long period of time, we have extended food temperatures and holding conditions to a point that we will not release leftover food to you or your guests. This policy is required by the North Carolina Department of Health. We trust you will co-operate.

Catering Contract

1. I, Patron, agree, to pay for all guests attending but not less than the number of guests guaranteed. Caterer may limit services to the number of guests guaranteed or the number of guests cater deems to be the maximum for the facility. Arrangement for additional guest's menu changes must be made at least five days prior to the functions and such final guarantee be less than originally agreed upon.
2. The change of each additional person set up at patron's request after the five day period prior to the event will be made and patron agrees to pay Caterer's established rate of \$25.00 per person.
3. No event will be permitted to run over the time agreed upon without Caterer's approval. Caterer reserves the right to make reasonable additional charges for events running beyond the time agreed upon. The agreed charge is \$50.00 per hour.
4. In the event patron cancels or otherwise breaches this agreement, Caterer shall retain \$300.00 and/or any reasonable out-of-pocket expenses incurred by Caterer of deposit for damages. A schedule of cancellation charges follows:
5. Any balance due will be paid in cash, money order, check, or credit card within seven days of the start time of function.
6. Delinquent Accounts- we reserve the right to assess finance charges on any amount unpaid when due at an interest rate of 1 ½% per month or the maximum rate permitted by law.
7. In the event that the cater must seek legal remedies to complete execution of this contract, the client agrees to pay all reasonable attorney fees.
8. Caterer reserves the right to substitute items that become unavailable in the open market or that exceeds reasonable market costs. Caterer will notify patron for approval if time allows.
9. Caterer and/or its agents will be liable for any damages to property entrusted to its employees, for the loss of any property theft or otherwise. Patron assumes responsibility for any damages to any property rented to patron that may be caused by patrons, members, guests, or invitees.
10. Caterer shall have no responsibility or liability for failure to supply any services when prevented from doing so by strikes, accidents or any cause beyond Caterer's control, or by orders of any governmental authority, except to return said retainer fee within sixty days.
11. Caterer will charge one-half the menu price per person for musicians and photographers participating in the function.

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

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

Patron

Date

Caterer

Date