

## Catering Agreement

This is a catering agreement executed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_,

BETWEEN \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_, ( \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_),

known for the purposes of this Agreement as "Client,"

AND \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_, ( \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_),

known for the purposes of this Agreement as "Caterer."

Client and Caterer agree to the following:

### 1. Services

1.1 Caterer agrees to provide services to the Client for \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_),

known as the "Event," taking place on \_\_\_\_\_.

1.2 For this Event, Caterer agrees to provide the following: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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1.3 Client agrees to provide the following: \_\_\_\_\_

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## 2. Deposit

2.1 Client is required to pay a deposit of \_\_\_\_\_ upon signing this Agreement.

2.2 Deposit \_\_\_\_\_

## 3. Payment

3.1 For the above services, Client will pay Caterer a total of \_\_\_\_\_

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including the deposit outlined in Section 1.

3.2 Client may request additional services, with the knowledge that these services will add to the total cost agreed upon by this contract, and must be agreed to in writing, either as an addendum to this Agreement, or in a separate document.

3.3. The balance on the total cost for the Event is due \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

#### **4. Guests**

4.1 Client agrees to provide Caterer with the total number of guests no later than \_\_\_\_\_ days before Event.

4.2 Client agrees to break down the guest list into adults and children, and include any food allergies or special dietary requests, if applicable.

#### **5. Menu**

5.1 Client will \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

5.2 Menu must be confirmed by \_\_\_\_\_,  
or else Client will be subjected to \_\_\_\_\_  
\_\_\_\_\_.

5.3 Menu will be fixed, and no changes may be made, \_\_\_\_\_  
\_\_\_\_\_.

#### **6. Cancellation Policy**

6.1 Client may cancel this Agreement \_\_\_\_\_  
\_\_\_\_\_.

6.2 Cancellation occurring \_\_\_\_\_ before Event will result  
in \_\_\_\_\_  
\_\_\_\_\_,

as outlined in Section 2.

### **7. Arbitration**

7.1 Should either party failure to provide or breach this Agreement in any way, the offending party will be liable for any damages.

7.2 Both parties agree to seek a third-party mediator or arbitrator for any disputes that arise as a result of this Agreement.

### **8. Jurisdiction**

This Agreement falls under the jurisdiction of the state of \_\_\_\_\_ and is therefore subject to all of \_\_\_\_\_'s laws and regulations.

Signed:

\_\_\_\_\_  
Client Name

\_\_\_\_\_  
Client Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Caterer Name

\_\_\_\_\_  
Caterer Signature

Date: \_\_\_\_\_