**Catering Contract Template**

This template is editable in WORD and includes:

* Catering booking form
* Catering terms and conditions
* Catering payment terms

INSERT YOUR LOGO HERE **NYNY Catering Event – Booking and Payment Form**

|  |  |
| --- | --- |
| **Event date:** |  |
| **Start time & end time:** |  |
| **Approximate number of guests:** |  |
| **Location:** |  |
| **Person booking the event:** |  |
| **Phone:** |  |
| **Email:** |  |
| **Backup contact:** with phone and email information |  |
| **Estimated cost for this event:** |  |
| **Non-refundable deposit amount:** *Due at time of booking* |  |
| **Event deposit amount:** *Due 4 business days before event date* |  |
| **Balance:** Due within 30 days of event date |  |

**To confirm booking for the event, please sign and return this form, along with your non-refundable deposit, at least X days before the event date.**

The following person is responsible for booking and full payment for the event. See terms and conditions on the following page.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Terms and Conditions**

The following terms are here to help you with the organization of your event to ensure it meets your expectations. These terms are intended to ensure the highest level of quality with your catering event and service. Your event will be confirmed when you have read and signed the following policies and completed payment of the non-refundable deposit of 15% of the total estimated cost in the NYNY Catering quote you have received.

**Non-Refundable Deposit Fee**

Billing for events must be made in accordance with NYNY Catering policies, unless otherwise specified. A 15% estimated deposit is due at time of ordering and is not refundable. An additional 65% deposit is due no less than 4 business days prior to the event date. Balance of the payment must be paid prior to service unless otherwise specified in the contract or quote.

**Payment methods**

We accept cash, credit cards and checks. Checks are made payable to NYNY Catering.

**Cancellations**

If the client cancels a contracted food and beverage event, NYNY Catering will retain the non-refundable deposit fee. In some special circumstances, deposits for cancelled events may be held for up to 1 (one) year, to be applied to a new NYNY Catering event. Please check with us for details.

**Late Bookings**

We encourage you to reserve and book your date early with NYNY Catering. Dates will not be held or reserved until the non-refundable deposit is paid. We reserve the right to refuse events that are requested late or exceed our capacity to provide service.

**Guest Count**

Guest count for an event must be received at least 4 business days prior to the event. This count becomes your guaranteed number and is not subject to reduction as we will use this count to place food and beverage orders specifically for your event. If attendance is more than 10% above the final guest count, we will make every possible effort to accommodate your group and increase supplies of food and beverage to the extent possible. However, we cannot guarantee additional availability of the specific items in your original order and quote, and will need to increase supplies based on availability.

**Unused Food & Beverage**

Any left-over food or beverage remains the property of NYNY Catering.

**Supplies and equipment**

We reserve the right to charge for missing or damaged supplies or equipment that are attributed to the individuals who attended the event. Should any damage occur, a bill will be sent within 10 days of the event and payment will be due within 30 days of receipt.