

Corporate Event Contract - ABC Catering Inc. - Deposit and Cancellation Policy

Vrs: 11A

A/E: _____

Confirmed Bookings and Deposits:

A **50% deposit** and signed contract must be received before your event will be considered "Booked/Confirmed" and the date(s) reserved.

50% Deposit: Two(2) weeks prior to your event, 50% of your estimated balance will be due; **\$000.00**
The due date for deposit is _____.

Balance: Fourteen(14) days after receipt of final invoice the balance of your total invoice is due, on approved credit only (please see attached credit application), your estimated balance will be; **\$000.00**

Final Details: Seven(7) days prior to your event, your guest counts and all final details are due. Any changes made after this time are not guaranteed and may result in a service fee being assessed.
The Final Guest Counts and details are due _____.

** Any changes in your order or event details, including changes in service hours, will be made to your final invoice which will be forwarded to you no less than seven(7) days after the event date.

Cancellation

Our Cancellation Policy is as follows:

All cancellations must be received in writing, addressed to the sales department. Cancellations via Facsimiles: date and time acknowledgement is the clients' responsibility. Please call to be sure that the fax was received.

Cancellations received up to Two(2) weeks prior to your event: 50% of your REQUIRED deposit will be refunded.

Cancellations received less than Two(2) weeks prior to your event will forfeit the entire REQUIRED deposit.

I have read the deposit policy and cancellation policy. I understand and agree that it is my responsibility to remit deposit payments according to the policy and that if my deposit(s) are not received by the due date(s) my event may be subject to cancellation. I have read and understand the terms of this agreement and I am aware that forfeited deposit(s) may not be used at a later date towards another event.

X _____ <i>Client Signature</i>	X _____ <i>Signing Date</i>	X _____ <i>Event date</i>
X _____ <i>Name (print)</i>	X (____) _____ <i>Telephone</i>	X _____ <i>Event Venue/Location</i>
X _____ <i>Company/Organization</i>		

Additional Policies

I understand that ABC Catering is not responsible for any food item or beverage taken off premise to be consumed at a later time by either guests or myself after the event. ABC Catering is not responsible for arrangements and/or agreements made between me and any venue(s) where this event(s) is being held. I agree with the terms and conditions of this contract. I concur with the deposit policies and will follow through with terms as such. I understand that the Final Guest Count and Event Details are due Seven(7) days prior to the event and that late changes are not guaranteed and are subject to a service fee. **Second or third party billing is not permitted, the named person and/or company on this contract is responsible for reconciling all financial terms with ABC Catering.** ABC Catering reserves the right to change its policies and pricing up to the signing of this contract. **No hand written amendments to this contract are permitted and as such no hand written amendments to this contract are legally binding.**

X _____ <i>Client Signature</i>	X _____ <i>Date</i>
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ABC Catering Inc. address, phone, fax numbers etc