



Catering Agreement

Please fill out completely

Name/Org: _____

Date of Event: _____

Billing Address: _____

Serving Time: _____

Event Location: _____

Contact Person: _____

Phone# _____

Details of Event: _____

Alt Contact Person: _____

Phone#: _____

Number of Guests _____
(You will be billed for at least this many meals)

Price per person: _____ Tot Cost: _____

Dep Req: _____ Dep Pd: _____

Menu Selection:

Final order must be verified 14 days prior to event. Customer will be charged for all meals ordered based upon this final count and current menu prices. See Catering Menu for dinner selections and current pricing. A non-refundable deposit (above) is required at time of booking. This deposit is applicable to the final bill.

Terms of Agreement:

1. Customer understands and agrees that 4-T's Catering charges a service fee of 50% of total charges for cancellations received with less than (2) weeks notice. Service fee is due at time of booking and will be applied to the final bill.
2. The contract must be paid in full at the time of delivery. Payment may be made by cash or check. Purchases made by purchase order must be paid in full no later than 30 days from invoice date, (Prior approval required).
3. Customer agrees that if the actual number of guests is less than the Guaranteed Number of guests entered above, Customer will still be charged for the Guaranteed number. If the actual number of guests is more than the Guaranteed number entered above, Customer will be charged at 4-T's Catering established rate over the per person rate agreed upon for each guest over the Guaranteed number.
4. _____ of 4-T's Catering employees will be provided and will be in attendance from _____am/pm until _____am/pm. If any of 4-T's employees are required outside of the designated times, customer will be charged an additional \$25.00 per hour per employee.
5. Prices are subject to 8.25% sales tax. **Make checks payable to 4-T's Bar-B-Q & Catering.**
6. Any changes to the menu or special requests by the customer must be made in writing no later than (2) weeks prior to the event date. Additional charges may apply.
7. 4-T's Catering and/or its agents shall be liable for any damage to or loss of property entrusted to its employees. Customer shall be liable for any damage or loss of property rented to Customer that may be caused by customer or guests of customer.
8. A delivery charge may apply depending on size of party and distance.
9. Refunds on cancellations due to extenuating circumstances beyond the control of customer will be considered on an individual basis and are made at 4-T's Catering sole discretion.

By my signature, I have read and agree to the terms and information represented above.

Name: _____

Date: _____