



OFF-PREMISE EVENT AGREEMENT

A Credit Card is required to book the event, no exceptions.

CONTRACT – All events require a signed contract.

DEPOSIT- A \$500.00 **non-refundable** and **non-transferable** deposit is required for all events.

GUARANTEES – The guaranteed number of guests attending your event must be submitted to the catering director seven days prior to the event. If attendance exceeds the guaranteed number the actual attendance number will be calculated in the final bill. If the final guest count number decreases after the seventh day guarantee has been stated, the customer will be charged the guaranteed number of guests submitted to the catering director seven days prior.

PAYMENTS – All functions require full payment 7 days before the event.

MENU – All final menu selections must be made at least 30 days prior to the scheduled event.

PRICES – Prices are guaranteed up to 45 days after the event is booked. After 45 days, prices are subject to change but not to exceed more than 3%-10% of the original price at the time of booking.

TAXES & SERVICE CHARGES – Sales tax and service charges are not included in any prices. There will be applicable sales taxes and a 19% service charge & administration fee added to the final bill. For "drop-off" catering there will be applicable sales tax and a \$55.00 delivery charge & pickup fee per van/vehicle added to the final bill.

CANCELLATIONS –Chef Dominique’s Catering department requires a ten-day notice of cancellation. All cancellations with less than ten days notice will be charged for 50% of the original food total.

FOOD – Due to health and insurance regulations, leftover food cannot be taken by guests/customers, no exceptions.

BAR SETUP – If Chef Dominique’s Catering supplies beer, wine, or liquor for the event there is a \$250.00 bar minimum required per bar.

BARTENDERS – There will be a charge of \$25.00 per hour charge with a minimum of \$100.00/4 hours for Chef Dominique’s Catering staff to serve beer, wine or liquor purchased by the host/hostess.

MILEAGE – (Outside city limits only) Chef Dominique’s Catering will charge \$.85/mile/per vehicle and \$25.00 per hour/per staff member for driving time for all events outside city limits. There will be a \$15.00 fuel surcharge per van/vehicle added for every event, no exceptions.

NON-FOOD ITEMS – Chef Dominique’s Catering will arrange for special equipment & tableware to be supplied for your functions. We will add the cost of these charges to your final bill plus an additional 10% for our services. Chef Dominique’s Catering will also gladly purchase disposable tableware for your function and simply add our price on to the final bill.

Customer Signature DATE _____

Address EVENT DATE _____

Stacey Klinnert – Sales Representative DATE _____