CATERING AGREEMENT

——— Event Catering Services ———

Event Date [MM/DD/YYYY] ♦ Venue [VENUE NAME] ♦ Contract No. [CAT-0000]

— The Parties —

This Catering Agreement is made on **[DATE]** between **[CATERER BUSINESS NAME]**, of **[CATERER ADDRESS]** (the "Caterer"), and **[CLIENT NAME]**, of **[CLIENT ADDRESS]** (the "Client").

CATERER	CLIENT
LEGAL NAME [CATERER BUSINESS NAME]	FULL NAME [CLIENT NAME]
ADDRESS [STREET, CITY, STATE ZIP]	ADDRESS [STREET, CITY, STATE ZIP]
CONTACT PERSON [CONTACT NAME]	PHONE [PHONE]
PHONE [PHONE]	EMAIL [EMAIL]
EMAIL [EMAIL]	

— Terms of Agreement —

1 EVENT

The Caterer will provide catering for a **[EVENT TYPE]** on **[EVENT DATE]** from **[START TIME]** to **[END TIME]** at **[VENUE NAME AND ADDRESS]**.

2 SERVICES

Services include **[MENU / ATTACHED MENU]**, served **[buffet / plated / family style / drop-off]**, with **[NUMBER]** staff for **[NUMBER]** hours, plus **[EQUIPMENT / LINENS / TABLEWARE]**.

3 GUEST COUNT

The estimated guest count is **[NUMBER]**. The Client will confirm final numbers by **[DATE]**. The Client will be charged for the confirmed number or the actual attendance, whichever is greater.

4 DIETARY REQUIREMENTS

The Caterer will provide **[NUMBER]** special meals for **[DIETARY NEEDS]**. The Client will notify the Caterer of all known allergies by the final-number deadline.

Free template from ContractsTemplates.org · Replace all [BRACKETED] fields · Not legal advice — have it reviewed for your jurisdiction.

5 PRICE

The total price is **[AMOUNT]**, based on **[PRICE PER PERSON]** per person plus **[SERVICE CHARGE / TAX / OTHER CHARGES]**.

6 PAYMENT

A non-refundable deposit of **[AMOUNT]** is due on signing to reserve the date. The balance of **[AMOUNT]** is due by **[DATE]**.

7 CHANGES AND OVERTIME

Changes to the menu or numbers after **[DATE]** are subject to availability and may change the price. Staff time beyond the agreed end time is charged at **[RATE]** per staff member per hour.

8 CANCELLATION

If the Client cancels more than **[NUMBER]** days before the event, the Caterer will refund all payments except the deposit. Cancellations within **[NUMBER]** days are charged **[PERCENTAGE]**% of the total price.

9 FOOD SAFETY AND LIABILITY

The Caterer will comply with applicable food safety laws and maintain appropriate insurance. The Caterer is not liable for reactions to allergens not disclosed in writing by the Client.

10 GENERAL

This Agreement is governed by the laws of **[STATE/COUNTRY]** and is the entire agreement between the parties.

— Signatures —

IN WITNESS WHEREOF, the parties have signed this Agreement on the dates written below.

CATERER	CLIENT
Signature	*Signature*
Printed Name: [FULL NAME]	**Printed Name:** [FULL NAME]
Title / Capacity: [TITLE]	**Title / Capacity:** [TITLE]
Date: [MM/DD/YYYY]	**Date:** [MM/DD/YYYY]