EVENT CATERING CONTRACT

Detailed Catering Agreement & Event Order Form

Agreement No.: [REF-0000] Effective Date: [MM/DD/YYYY]

SECTION 1 — CATERER & CLIENT

CATERER	CLIENT
Business Name: [BUSINESS NAME]	**Name / Organization:** [NAME / ORGANIZATION]
Contact Person: [CONTACT PERSON]	**Contact Person:** [CONTACT PERSON]
Phone: [PHONE]	**Phone:** [PHONE]
Email: [EMAIL]	**Email:** [EMAIL]

SECTION 2 — EVENT DETAILS

Event type	**[WEDDING / CORPORATE / PARTY / OTHER]**
Event date	**[MM/DD/YYYY]**
Service times	Setup **[TIME]** · Service **[TIME]**–**[TIME]** · Breakdown by **[TIME]**
Venue	**[VENUE NAME & ADDRESS]**
On-site contact	**[NAME, PHONE]**
Estimated / final guests	**[NUMBER]** estimated · final by **[DATE]**

SECTION 3 — SERVICE STYLE

- ☐ Buffet
- ☐ Plated / seated dinner
- ☐ Family style
- ☐ Food stations
- ☐ Cocktail / canapés
- ☐ Drop-off only (no staff)

SECTION 4 — MENU

Course / Item	Description	Quantity / Portions	Price
Appetizers			
Main course			
Sides			
Dessert			
Beverages			
[OTHER]			

SECTION 5 — DIETARY REQUIREMENTS & ALLERGIES

Vegetarian / vegan	**[NUMBER]**
Gluten-free	**[NUMBER]**
Halal / kosher	**[NUMBER]**

Allergies (specify)	**[DETAILS]**

SECTION 6 — STAFFING & EQUIPMENT PROVIDED BY CATERER

- ☐ Servers: **[NUMBER]** for **[HOURS]** hours
- ☐ Chef(s) on site: **[NUMBER]**
- ☐ Bartender(s): **[NUMBER]** — alcohol supplied by **[CLIENT / CATERER]**
- ☐ Chafing dishes and serving equipment
- ☐ Plates, cutlery and glassware
- ☐ Table linens and napkins
- ☐ Tables and chairs
- ☐ Cleanup and waste removal

SECTION 7 — PRICING & PAYMENT SCHEDULE

Item	Amount	Due Date	Paid (✓)
Food (**[NUMBER]** × **[PRICE]**)			
Staffing			
Rentals / equipment			
Service charge & taxes			
Deposit (non-refundable)		**[DATE]**	
Balance due		**[DATE]**	

SECTION 8 — TERMS & CONDITIONS

8.1 Final numbers. Final guest numbers are due by the date above. The Client pays for the confirmed number or actual attendance, whichever is higher.

8.2 Overtime. Service beyond the agreed time is charged at **[RATE]** per staff member per hour.

8.3 Cancellation. Cancellation more than **[NUMBER]** days before the event: deposit retained. Within **[NUMBER]** days: **[PERCENTAGE]**% of total due. Within **[NUMBER]** days: 100% due.

8.4 Substitutions. The Caterer may substitute ingredients of equal quality if items are unavailable, informing the Client where practical.

8.5 Food safety & leftovers. The Caterer follows applicable food safety laws. Leftovers **[may / may not]** be packaged for the Client in line with food safety guidance.

8.6 Venue & damage. The Client is responsible for venue permissions. Each party is responsible for damage it causes.

SECTION 9 — SIGNATURES

By signing below, the parties confirm they have read, understood and agree to every section of this Agreement.

Party	Signature	Printed Name & Date
Caterer		[NAME] · [DATE]
Client		[NAME] · [DATE]