



CATERING CONTRACT FOR

Initial

_____ **DEPOSIT**

A deposit of 1/3 of your estimated proposal is due at time of booking. Unless other arrangements have been made.

_____ **FINAL PAYMENT**

Final Payment for your event is due 5 business days prior to your event date for all events \$1,000.00 and above. Payment plans and or terms are available upon request.

_____ **FINAL GUEST COUNT**

Final Guest Count, not subject to reduction, is due 5 business days prior to your event date(s). If you need to increase your guest count, within 5 business days of your event date, we will make every effort to accommodate your request. Additional fees and charges MAY apply. Depending on how drastic the numbers change.

_____ **PAYMENT METHODS**

All prices quoted are based on a cash/check purchase. All clients wanting to pay via MasterCard or Visa will be assessed an additional non-cash payment charge of 3% per the amount of transaction.

MISSOURI STATE TAX

Thyme For Seasoning charges the current tax rate of 5.225% on all listed food services. Rental of event space, linens and service ware (non-food) is subject to a 7.85% MO tax rate.

GRATUITY

A tip/gratuity is not expected, but is very appreciated! At the client's discretion, any extra tip/ or gratuity will go directly to the ALL service staff .

TIMELINE

You MAY be billed for additional staff hours if your event does not reasonably adhere to the agreed upon timeline

CANCELLATION BY CLIENT / VENUE / ACTS OF GOD

All prepayments and deposits are returned in full if your event is cancelled by you, your venue or by act of god, 180 days or more, from your event date.

If the event is cancelled, between 90 days and 179 days from your event date, all prepayments and deposits are returned to you in full (less \$200 of your deposit amount) .

If the event is cancelled, within 89 days of your event date, all deposits and prepayments are forfeited in full.

CANCELLATION BY THYME FOR SEASONING CATERING & EVENTS LLC

We reserves the right to terminate this contract for any reason.

IF we terminates this contract over 30 days prior to your event date, all deposits and prepayments will be returned in full within 10 days. IF we terminate this contract within 30 days prior to your event date, all deposits and prepayments will be returned in full within 10 days as well as an additional \$50.00 penalty.

CHANGE OF EVENT DATE or VENUE

TFS will apply the entire balance of your deposits and prepayments (less \$100.00), towards another event. Subject to our availability. All costs are subject to change.

DAMAGE

TFS assumes no responsibility for ANY damage or loss of any merchandise, alcohol, equipment, furniture, clothing or other valuables prior to, during or after the event. We will do everything

possible to ensure that all of your supplies, rentals and equipment are cared for and maintained in good working order and without any damage.

I, the client, understand that by using/ providing items I own or are providing or by hosting an event in my home/ office, that accidents/ breakage and damage may occur. I will NOT bill, charge or sue TFS for any loss unless the damage or loss was caused by the willful negligent actions or conduct of TFS or their employees.

TFS LIABILITY:

TFS's only liability, for third party claims, will be for actions caused by TFS and/ or the negligent conduct of our employees.

THIRD PARTY LIABILITY:

TFS assumes no responsibility for the conduct of guests, members and third parties hired to provide services.

INSURANCE:

TFS Maintains General, Automobile and Liability Insurance.

ASSIGNABILITY:

This contract is not assignable without the written consent of Thyme For Seasoning Catering & Events LLC

UNLAWFUL ACTIVITIES:

The client will comply with all the laws of the United States and the State of Missouri, all municipal ordinances and all lawful orders of police and fire departments, and will not do anything on the premises in violation of any laws, ordinances, rules or orders. If unlawful activities are occurring on the premises, and event is cancelled, there will be no refund of any kind from TFS to client.

STORAGE:

Prior approval from TFS management is required for any items stored before or after an event.

BAR/ BEVERAGES

Client assumes the right to provide all or part of their bar / beverage supplies as needed. OR, TFS may provide beverage service or Bar Support as indicated within your contract

A) Client will provide all alcoholic beverages and / or non - alcoholic beverages. TFS may supply soft drinks, juices, glassware, ice, mixers, garnishes and /or bar service personnel.

B) Client or TFS will arrange for a hosted bar service by an outside caterer. Minimum sales and/or possible labor charges are required for this type of service. Client will pay the outside caterer directly.

C.) Client or TFS will arrange for a no-host (cash) bar by and outside caterer. Minimum sales and/or possible labor charges are required for this type of service. Client will pay the outside caterer directly.

RENTALS

You may provide all or part of your own rental items for your event. TFS will/ may give you an estimated cost/ list of rentals for your event. You may change/ cancel those items at anytime, However, certain items may incur RESTOCKING & CANCELLATION Fees. If TFS is coordinating rentals, on your behalf, through a rental company (i.e. ALL SEASONS, AAA Party Rentals), you may be required to pay the rental company directly. This information will be specified in your quote. Certain rentals may be provided by TFS as listed in your quote. Any loss or damage to ANY rentals will be billed to you after your event.

MENU/FOOD QUANTITIES

TFS will prepare between 5%-10% overage based on the final number of guests we receive from you. Part of this overage is to include feeding of the staff and or vendors. You are not charged for this service. NO overage will be provided for bag/ box lunches

KIDS/CHILDREN

Children under the age of 10 years old are charged \$8.00 per child for catering unless specified differently.

LEFTOVERS

TFS (or you and or your guests) may package up all leftovers that are not able to be reused by TFS. You are responsible for providing appropriate containers to place leftovers into. If you do not have appropriate containers, all food will be disposed of or taken back to the kitchen. Once in our kitchen

we are no longer required to give you those leftovers. In accordance with MO Health Codes, TFS reserves the right to discard any food items where there is a reasonable risk for food borne illness to occur.

_____ **MENU COST**

All menu prices are subject to change within 14 days of your event. If a drastic change in an ingredient (ex: seafood which may fluctuates in season) within your menu is established you have two options.

1. A new cost (maintaining your present menu) will be assessed based on current market prices and you may agree to the new price. - OR -
2. Substitute menu item (s) will be presented to you in order for you to maintain the agreed upon (per person/ platter) menu price.

_____ **GUEST COUNT OVRAGE**

You will **ONLY** be charged for the guaranteed number of guests served unless you have more attendee's than the guarantee AND TFS was required to purchase more Food and or Beverages to accommodate you.

_____ **GUEST COUNT REDUCTION**

If your final guest count is lower than what your final count that you turned in, you are still required to pay for the amount of guest that you ordered for that event. If your count is **MORE** than what your final count is, you will be billed for the additional guest. (And hope we have plenty of food.)

I have read this contract and understand and agree to the rates and terms and conditions of this contract. Please sign and return one copy to TFS. Remember to keep a copy for your records.

Authorized Client Signature: _____ Today's Date _____

Client's Printed Name: _____ Client's Title: _____

Business Name or Function Name WEDDING

Function Date: _____ Function Venue: _____

Deposit Amount \$ _____

Thyme For Seasoning Catering & Events LLC.

406 NE County Rd 14504 Adrian Mo 64720, 816-210-7806 (phone) , email: thymeforseasoning@gmail.com



EVENT INFORMATION SHEET

Name: _____ Date _____

Address _____

Phone _____ Email _____

Date of Event _____

Type of Event/ Location _____ WEDDING _____

Deposit Paid Date/Amount Total Due Final Deposit Paid Date/Amount

_____ \$ _____

Menu is Tentative: UPON SELECTION YOU WILL RECIEVE FOR \$12 PER PERSON PLUS TAX AND DELIVERY, 1 MEAT, 2 SIDES OF CHOICE, SALAD/DRESSING, ROLLS/BUTTER, TEA/WATER AND ALL PAPER GOODS INCLUDED.

Count of People @ \$ pp= \$.00 Delivery \$20.00 tax @ 5.225% \$ Total \$

(There will be a 3% charge added if paying by credit card)

Food Deposit Paid Amount/Date Total Due Final Food Deposit Paid Date/Amount

_____ \$ _____

Notes/Special Instructions:

Total deposit due to save the date is \$.00 (1/3 of total) Once the catering contract is initialed and signed by Event Coordinator I will email you a receipt to pay the deposit. (Just let me know if you would like to pay by check, cash or credit card. You can either scan and email me the contract back or if paying by check you can mail the form with a check Payable to: Thyme For Seasoning 406 NE County Rd 14504 Adrian MO 64720

