



**WOOD FIRE PIZZA**  
**• CAFE & BAR •**

**CATERING CONTRACT**

**Customer Name:** \_\_\_\_\_

**Customer Phone:** \_\_\_\_\_ **Customer Email:** \_\_\_\_\_

**Billing Name:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**Event Coordinator / Day of Contact Name:** \_\_\_\_\_

**Date Deposit Given:** \_\_\_\_\_ **Amount:** \_\_\_\_\_ **Payment Type:** \_\_\_\_\_

**Final Payment Due:** \_\_\_\_\_ **Amount:** \_\_\_\_\_ **Estimate / Invoice #:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_ **Event Location:** \_\_\_\_\_

**Event Type:** \_\_\_\_\_ **Event Start Time:** \_\_\_\_\_ **Event End Time:** \_\_\_\_\_

**Estimate # of Guests:** \_\_\_\_\_ **Final Guest # Due Date:** 2 weeks prior to your event date

**Bar Serving Time:** \_\_\_ to \_\_\_ **App Serving Time:** \_\_\_ to \_\_\_ **Dinner Serving Time:** \_\_\_ to \_\_\_

**1. DEPOSIT**

- Deposits are 100% refundable prior to 90 days before the event date
- Deposits are non-refundable within 90 days of the event date
- A \$1000 deposit is required for Saturday events
- A \$500 deposit is required for events Sunday - Friday
- A deposit must be placed to secure your event date and current pricing
- You will receive a receipt and confirmation for your event once a deposit payment has been made

**2. MENU MINIMUM**

- June - October Friday menu minimums are \$1000
- June - October Saturday menu minimums are \$2000
- June - October Sunday - Thursday menu minimums are \$1000
- November - May Friday & Saturday menu minimums are \$1000
- November - May Sunday - Thursday menu minimums are \$500
- The client is responsible for the difference if the menu minimum is not met

### 3. FINAL PAYMENT

- Please see PAYMENT METHOD below to place final payment
- Final payment in full is due the week prior to your event
- Additional staff time and expenses incurred the day of your event will be invoiced within 7 days of the event
- Finance charges will be applied to payments made more than 30 days after your event

### 4. COST

- The client is responsible for the invoiced amount of confirmed services and any additional services added by the event / wedding coordinator
- Additional staff time and expenses incurred by the client or coordinator the day of your event will be invoiced within 7 days

### 5. PAYMENT METHOD

- Payments / deposits are preferred via personal check, checks can be mailed to:  
**Solstice Wood Fire Cafe**  
**Attn: Bookkeeping**  
**501 Portway Ave**  
**Hood River, OR 97031**
- Major credit cards are an acceptable form of payment / deposit, additional fees may be charged for AMEX
- Cash payments are acceptable, a 1% discount will be applied to your final invoice
- Please include the client's name and event date on all check payments / deposits

### 6. SERVICE

- Solstice staff are primarily responsible for meal service
- Solstice staff strive to provide great customer service, prompt meal service and a friendly, safe and celebratory environment
- Solstice service staff are required for all weddings and events over 60 guests
- Solstice service staff wear all black and uniform is weather dependent
- Solstice Chefs wear chefs coats or Solstice t-shirts weather dependent
- Service staff needs will be determined by the guest count, menu and timeline needs
- Service staff are not responsible for outside equipment or venue setup and breakdown unless agreed upon prior, and may incur additional staff charges

### 7. SUPERVISION

- An event coordinator provided by the client is required for all events over 60 guests
- An event coordinator provided by the client is required for all venues without venue staff
- A wedding coordinator provided by the client is required for all weddings
- A lead server or chef will be provided by Solstice for all events over 60 guests, this does not replace a client provided event or wedding coordinator

- Your event / wedding coordinator is responsible to make any day of financial decisions, time based decisions, acquiring additional event needs and venue responsibilities
- Your event coordinator is responsible for additional vendors, outside rentals, venue policies and mediating unruly or inappropriate guests
- Clients are responsible for communicating the coordinator policies listed on this contract with the contracted coordinator

## **8. GUEST COUNT**

- An accurate guest count is required from the client to ensure we are properly prepared and able to accommodate your guests
- Food and rental quantities are determined by the clients guest count
- Your minimum guest count is due 30 days prior to your event, Solstice is not able to reduce your minimum guest count within 30 days
- Solstice will accommodate additional guests the best we can until 7 days prior to your event
- Solstice can accommodate special dietary needs confirmed 30 days prior to your event and will do the best we can to accommodate additional needs within 30 days
- Additional guests on the day of may or may not be accommodated
- Additional guests on the day of will be invoiced to the client within 7 days of the event

## **9. CHILDREN**

- Children 13 and older will incur the same costs as adults for all menu items and rentals
- Discounts for children age 12 and younger will be applied to pizza menu items only
- Solstice does not charge for children younger than age 4
- If rentals are needed for children younger than age 4, please confirm in advance

## **10. FOOD & BEVERAGE QUANTITY**

- Food and beverage quantities are determined by the invoiced guest count
- Solstice determines food and beverage quantities based on standard nutritional recommendations
- Solstice will prepare between 5%-10% overage based on the final number of guest count registered by the client
- Special dietary needs and restrictions must be confirmed 30 days prior to ensure adequate menu options

## **11. LEFTOVERS**

- Menu dependent, we will do the best we can to wrap any leftover food
- Solstice does reserve the right to throw away food that we feel is unfit to eat

## **12. DIETARY RESTRICTIONS**

- Solstice will always try to accommodate guests with dietary restrictions to our best ability, and will take the necessary precautions to avoid cross contamination whenever possible
- Special dietary needs must be confirmed in advance to ensure our ability to accommodate
- It is the client and guests responsibility to let the Solstice staff know about any allergies and dietary preferences

## **13. TIME**

- Event times must be confirmed 14 days prior to the event date
- A menu based timeline will be provided by Solstice 7 days prior to your event

## **14. RENTALS**

- Clients are responsible for any lost or damaged rental items not provided by Solstice
- Clients will only be responsible for any lost or damaged rental items that exceed 10% of the order if sourced through Solstice
- All rental orders placed through Solstice must be requested and confirmed 30 days prior to your event date to ensure availability

## **15. CANCELLATION BY CLIENT**

- Clients may cancel their event and catering arrangements for a full refund with a minimum of 90 days notice
- Events cancelled within 90 days of the event date will receive no refund

## **16. DAMAGE**

- Solstice is not responsible for any damages to equipment, venue or rental items, made by outside vendors or your guests