



## Catering Proposal

Prepared By:

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Prepared For:

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# Cover Letter

Dear \_\_\_\_\_;

I am the \_\_\_\_\_ of \_\_\_\_\_ and I am pleased to submit a proposal for your \_\_\_\_\_ event on \_\_\_\_\_ until \_\_\_\_\_. We believe that every occasion celebrated is a special one and thus we provide no less than a full commitment to make the event successful and memorable.

We have been providing catering services for \_\_\_\_\_ and we have established ourselves as one of the top names in the industry. We pride ourselves with the best and the finest dining experience for our clients, with our wide array of food and beverage choices. And with a dedicated event planner, we are confident that you can leave the worries to us and we let you enjoy your special occasion.

Should you have any inquiries or concerns, you may contact me directly via phone at \_\_\_\_\_, or sending me an email at \_\_\_\_\_.

Thank you for the time and opportunity in spending time reviewing this catering proposal and we look forward in working with you on your special occasion.

Sincerely,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# About Us

\_\_\_\_\_ is a catering company that has been in catering business for \_\_\_\_\_ years with passion and dedication. Our company makes it a mission to outshine by adding creativity, the finest quality ingredients and a tireless workflow to the mix.

We just want our customers to name the event, describe the desired look and then relax as we will take on from then on. \_\_\_\_\_ takes care of every detail of the event.

With our unparalleled service, we want our customers to count on us to provide them with everything they need for the big event. When you hand \_\_\_\_\_ the event planning and catering contract, you are guaranteed one of the best events you will ever attend or plan.

## Apperatzizers

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List	Price

## Soup

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List	Price

## Main Course

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List	Price

## Rentals

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List	Price

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**Subtotal**

**Total Amount**

# Terms and Conditions

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These terms and conditions shall be effective in the event of the parties reaching a mutual consent of working together.

This Catering Agreement (Agreement) shall enter into on \_\_\_\_\_, by and between  
"\_\_\_\_\_" at \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_;  
hereinafter referred to as the "Caterer" and "\_\_\_\_\_" at \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_; hereinafter referred to as the "Client."

## 1. Catering Services Provided

As outlined above, the services that are provided to the Client are;

## 2. Event Date & Description

Event Date:

Event Location:

Start Time:

End Time:

### 3. Payment & Deposit

For the services described above, Client agrees to pay Caterer the total amount of

\_\_\_\_\_.

Unless waived by Caterer, \_\_\_\_\_ of the total final amount is due and demandable 5 days prior to the event date but no later than upon delivery of the contracted goods/services.

Such deposit will confirm and guarantee the event date and will be deducted from the total final payment, unless other prior arrangements have been made.

All payments have to be made in \_\_\_\_\_. All prices are based upon cash payments. If the method of payment is made by credit card, Caterer passes along transaction fees to the Client and reserves the right to increase the price of the total contracted charges by 3%. All checkers may be made payable to “\_\_\_\_\_”. Check payments are due (7) seven days prior to the event.

### 4. Cancellation

By Client

The Client may cancel this Agreement at any time with a written notice prior to the event. Upon cancellation, the Client shall be entitled to a refund except for the non-refundable deposit.

By Caterer

The Caterer may cancel this Agreement at any time by providing a suitable replacement Caterer, subject to the Client's written approval. In the alternative, the Caterer shall refund all monies paid by the Client, including the non-refundable deposit, less any expenses incurred.

### 5. Responsibilities for the Related Costs

The Client is solely responsible for the costs and/or deposits relating to use of the Venue and for obtaining any necessary permissions, authorizations, or other requirements of Caterer providing services at the venue.

## 6. Costs

Due to the fluctuating cost of food items, menu prices are subject to change within \_\_\_\_\_ days of the event. If a drastic change in the costs occurs, the Client can either \_\_\_ pay the additional cost based on the current adjusted price, or \_\_\_ can substitute other menu item(s) to maintain the agreed upon per person price.

If the Caterer needs to add items to the menu in order to provide the services mentioned above, then they need to notify the Client in writing immediately. If the Client approves the addition, then the Client agrees that the price of the item shall be added to the total balance.

If the Client wants to change some of the items in the menu, then he/she needs to notify the Caterer in a reasonable and timely manner. The Client accepts and understands that the price of the additional items shall be charged to him/her.

## 7. Guest Count

The Client agrees to provide the final number of guests to the Caterer seven (7) business days prior to the event. After this date, the final guest count can only increase, cannot decrease. Any and all increases in guest count shall be subject to additional costs. If there are more guests than the guaranteed number of guests, the Caterer reserves the right to charge the Client accordingly.

Children under the age of 5 are free of charge, unless the Client wishes to provide service/seating for them. Children from 6 to 10 years of age shall be charged half the price of the agreed upon price per person but not lower than \_\_\_\_\_ per child.

## 8. Food Quantity

The Caterer shall prepare between 5% and 10% overage based upon the final guest count provided by the Client. Part of this overage is to include the staff or service providers. The Client shall not be charged for this overage.

## 9. Time

The Client shall be charged for the additional staff hours for any time extension beyond the agreed time.

## 10. Damage

The Caterer has no responsibility for any damage or loss of any merchandise, equipment, furniture, clothing or other valuables prior to, during or after the event. Damage or loss of any equipment and/or tableware, not at the fault of the Caterer, will be charged to the Client based on current item pricing.

The Client understands that all property brought to the event location (excluding “Drop and Drop Set Catering Services”), including, but not limited to, all serving equipment, floral arrangements, skirting and linens, non-floral centerpieces, and all other property belonging to Caterer, shall be removed by the Caterer before caterer leaves event location unless arrangement have been made for next day pickup, whichever is previously agreed upon by both parties.

## 11. Indemnification

The Parties each agree to indemnify and hold harmless the other party, its respective affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from the negligence of or breach of this Contract by the indemnifying party, and/or its respective successors and assigns that occurs in connection with this Contract. This section remains in full force and effect even after termination of the Contract by its natural termination or the early termination by either party.

## 12. Miscellaneous

### Modification

Any changes and/or modifications to this Contract must be made in writing to be signed by both Parties.

### Dispute Resolution and Legal Fees

In the event of a dispute arising out of this Contract that cannot be resolved by mutual agreement, the Parties agree to engage in mediation. If the matter cannot be resolved through mediation, and legal action ensues, the successful party will be entitled to its legal fees, including, but not limited to its attorneys' fees.

### Severability

In the event any provision of this Contract is deemed invalid or unenforceable, in whole or in part, that part shall be severed from the remainder of the Contract and all other provisions should continue in full force and effect as valid and enforceable.

### Governing Law and Jurisdiction

The Parties agree that this Contract shall be governed by \_\_\_\_\_.

### Entire Agreement

The Parties acknowledge and agree that this Contract represents the entire agreement between the Parties. In the event that the Parties desire to change, add, or otherwise modify any terms, they shall do so in writing to be signed by both parties.

The Parties agree to the terms and conditions set forth above as demonstrated by their signatures as follows:

**Caterer**

**Client**

Date

Date

Signature

Signature

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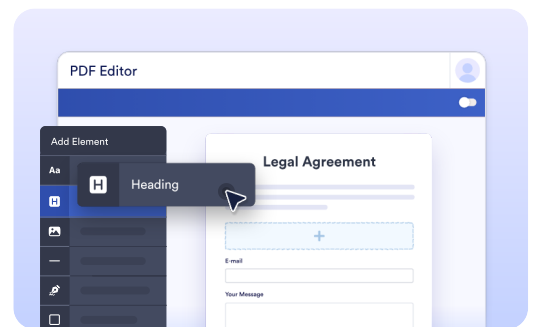
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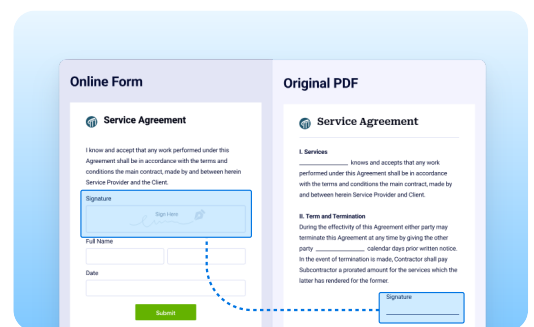
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