

Catering Service Agreement

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Name:
 Phone # 1:
 Phone # 2:
 Email:
 Billing Address:
 Date of Function:
 Location of Function:
 Liaison Name:
 Phone:
 Time of Set-Up:
 Number of Guests:
 Type of Chocolate: Milk Dark White
 Payment Method: Cash Check
 Champagne Fountain Yes No
 Slushy Machine Rental Yes No

Total food cost: x guests	\$
Gratuity (15% of total food cost)	\$
Chocolate Fountain Rental	\$
Subtotal	\$
Minus deposit of	\$
PST	\$
TOTAL AMOUNT OWING	\$
* Security Deposit to be set at time of booking	\$

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- A predetermined deposit is required at time of signing this Service Agreement. This acts as the Security Deposit and is non-refundable.
- Remaining balance of Total Amount Owing is due in full no later than one week prior to the event. Any charges for last-minute additions will be billed within five business days following the scheduled event.
- Final number of guests is required no later than one week prior to the function. Charges are based on either the guaranteed number of guests or the actual number of guests, whichever is greater.
- Menu per person prices are based on a minimum of 75 guests. Please inquire for pricing if your group is less than 75 persons.
- Cancellation notice is required at least one month prior to the event. Security deposits for events cancelled prior to one month may be used as credit for a future event within one year of initial payment. Credit is not available for cancellations within one month of scheduled event.
- Melting Moments is not responsible for any malfunction of equipment during event, or malfunction due to natural causes, including weather.

Customer Signature: _____ Date: _____

What about:

If there is a written cancellation received 3 months prior to the event date, 25% of the fee may be refunded. Any cancellation within 3 months of the above date will result in the forfeiture of the service fee. Client agrees to pay for all guests attending but not less than for the minimum number of guests guaranteed. The guaranteed count includes all guests, the bridal party, photographers, ministers, sitters, musicians, limousine drivers, etc.

The charge for each person over the guaranteed count will be at the caterer's established rate of _____ per person (menu sample must signed or approved by e-mail) plus 7% GST and 15% Gratuities (on food only) will be added to final bill.

There will be an additional charge for any function running over the normal time limit, requiring the staff of Melting Moments to remain after the agreed time. Hourly cost of such service will be \$25.00 including travelling time.

Melting Moments reserves the right to substitute items, including but not limited to food and flowers, that become unavailable in the market or that exceed

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reasonable market costs. Melting Moments Catering will notify client if time allows.

Melting Moments and/or its agents shall be liable for any damage to property entrusted to its employees, for the loss any property by theft or otherwise. Client assumes responsibility for any damages to any property rented to client that may be caused by clients, members, guests or invitees.

Final payment must be made within 1 week after the event by cheque. The deposit fee will be deducted from the final payment.

Final number of guests, any specific changes or requests made by the client must be made no later than 1 week before the event.

In the event of cancellation due to forced evacuation caused by hurricane or other Act of God, the client will be granted the opportunity to reserve the services of Melting Moments for another date within the next six months, subject to availability. Any refunds on cancellations due to extenuating circumstances will be considered on an individual basis and are made at the discretion of Melting Moments.

*When booking any one of your catering functions with 75 guests or more you will receive one of our small chocolate fountains for free.

*\$275 dollar value (No substitutions or credits given.)

Melting Moments Catering will provide professional staff that will ensure that your function runs smoothly. All taxes and gratuity are extra. As a general guideline gratuities would be 15% of food and service. We will require a deposit of \$1000.00 Cash, Cheque at time of booking. The balance is due on the day of the function unless other arrangements have been made in advance. We require a guaranteed number of guests at least 72 hours in advance of the function. Charges will be for guaranteed number or actual number whichever is greater. These menus show per person pricing based on a minimum of 75 guests. If your group is less than 75 people please enquire for new pricing.

Customer Signature: _____

Date: _____