



CATERING CONTRACT

DATE: ____/____/____

_____ is hiring Off the Cuff Catering for the following event: _____

PAYMENT

For events totaling \$1,000 or more, a \$500 deposit is due at the time of booking and the final payment must be received no later than 21 days before the event.

**Events with 2 weeks notice or less require payment in full at the time of booking.*

CANCELLATION + REFUND POLICY

If this agreement is terminated within 14 days of the event, the client shall receive a full refund.

ADDITIONAL FEES

All menu items are priced strictly on food costs. All other products + services (delivery, paper products, chaffers, staffing, etc.) are subject to additional fees.

**A 15% gratuity will be applied to the final invoice.*

SIGNATURE: _____

269.271.4512

6938 Elm Valley Drive Suite 104, Kalamazoo MI, 49009

www.offthecuffcatering.com



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Do you need your event staffed? **YES** **NO**

Staff is available for \$40/hour to keep the buffet line stocked. If you require full service that will require more staff, please request a quote. Staff will be scheduled based on your day of timeline. If your event is running behind schedule, and our staff is available to stay, they will require payment for additional time in cash.

Do you need chaffers? **YES** **NO**

Chaffers /wire racks, fuel, pans are included in the cost for wedding set-ups when ordering from a wedding package. If you are not ordering from a wedding package and request chaffers for your set-up, there is a charge of \$12 per chaffer. Each chaffer holds 2 pans, and includes 2 hours of fuel. If you return the wire racks to us, a \$5 refund will be given per wire rack.

Do you need paper products? **YES** **NO**

Our 'everyday' paper products include plates, heavy duty silverware, and cups. These are available for \$0.75 per person. Our 'gourmet' paper products include disposable faux china plates, disposable silverware, napkins, and cups. These are available for \$1.50 per person. (Pictures available upon request).

**If yes, please indicate which you would like.* *Everyday* *Gourmet*

Do you need delivery? **YES** **NO**

Delivery is subject to a mileage fee. Additional set-up fees may apply on larger orders.

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