



Partyman Catering Contract

We at Partyman Catering & Rental would like to thank you for choosing us to cater your next event. We strive to tailor each event to your individual needs and tastes. We hold our standards high; ethics and customer satisfaction are our priority. We pride ourselves in giving you peace of mind through our experience and reliability. Partyman Catering agrees to supply our customers with everything stated on the attached invoice. Food quality and freshness are guaranteed.

Deposits and Cancellations:

- A **50% deposit is due at the time of booking** to secure the date.
- 50% of the deposit will be refunded if cancellations are made at least 30 days from the event date.
- No refunds are issued if the event is cancelled within 30 days of scheduled event.

Payments:

- **Final payments are due 3 days prior to the event date.**
- The guaranteed minimum to be billed for must be arranged for no less than one week prior to event.
- The final bill will be based on guaranteed minimum given one week prior or if guest count rises, appropriate adjustment will be made and a final invoice will be given. If no minimum is given, Partyman Catering will appropriately estimate guest count as basis for billing.
- A 20% service charge will be added to the final bill if payment in full is not received within 14 days after the event.
- Any outstanding balances will be turned over to a collection agency or a small claims action will be filed if not paid within 30 days of the event.

Leftover Food Agreement:

- In the case of leftover food being given to host, by signing this agreement the host takes responsibility for proper refrigeration and storage of perishable foods. Partyman catering assumes no responsibility of sickness resulting from improperly handled food, remaining after the event.

Rental Agreement:

- All rental equipment is to be returned in the original condition it was issued. Any damage must be reported while setup occurs and staff is present to assume no responsibility.
- Deposits and refunds apply as above. All damages are the responsibility of the undersigned and replacement costs will be charged accordingly. Replacement costs will be given upon request.

In signing this agreement the undersigned is financially responsible to pay 100% of the final bill, and agrees to the above terms.

Event Host Signature: _____ Date: _____.

Print Name: _____