

Premium Catering

All of us at Premium Catering are looking forward to making your catered event a success. In order to insure that each of us understands what this relationship entails, please review and sign below:

Event Location:

We will deliver the agreed upon menu to your chosen event location on time and in good order. If the location provides kitchen facilities for our use, we will be responsible for reasonable up-keep of the facility and for clean-up. If we are required to deliver all food and there are no prep facilities, then we will need access for our delivery vehicles and staff vehicles. All delivery charges are included in your pricing.

Food and Beverages:

You will have complete control over what you choose to have us serve to your guests. The menu for your catered event is attached to this contract. No changes will be allowed to the agreed upon menu any later than 10 business days prior to your event. Our goal is to insure that your event is a true reflection of what you want, and we will work with you to design the perfect menu for your event.

*A confirmed guest count is required **seven** days prior to your event.*

Deposits and Payments:

An event is not considered booked until we receive a signed contract and a deposit equal to **10% of the total bill**. The deposit is non-refundable and will be applied to the total bill. We must then receive 50% of the balance due no later than 10 days before your scheduled event. The remaining balance is then due within 10 days following the event unless other arrangements are made in advance.

If we are notified at least **seven** business days in advance that your event has been cancelled, we will refund your deposit less a 10% service charge. An event cancelled less than five days in advance will receive no refund of deposit. Premium Catering reserves the right to cancel any catering event due to non-payment of required deposits.

ALCOHOLIC BEVERAGES

Premium Catering is licensed by the Oregon Liquor Control Commission to serve alcohol at catered events, and we carry appropriate liability insurance for this service. Should you choose to have us provide alcohol at your function, we must insist upon the following conditions being met:

---You are responsible for the behavior of your guests, and the safety of your guests and our staff is of primary importance. Should there be any unruly, dangerous or outrageous behavior we reserve the right to terminate all alcohol sales and leave the premises.

---All guests must be prepared to show valid ID if they wish to obtain alcohol from our server.

---Should any of your guests provide alcohol to a minor, we reserve the right to terminate all alcohol sales and leave the premises.

---Our servers are trained and licensed by the State of Oregon. Should they, at their sole discretion, decide that one of your guests has become visibly intoxicated then we have the absolute right to refuse further service to that individual. Should we find that someone is providing alcohol to an individual who was refused service, then we reserve the right to terminate all alcohol sales and leave the premises.

RENTALS, CLEAN-UP AND TAKE DOWN

Premium Catering has a wide variety of catering equipment, but we can provide any additional rental equipment required. Pricing and details of extra equipment will be included as a part of this contract. We will be responsible for delivery, set-up and removal of any rented equipment. We will not be responsible for clean-up or other after event services which are not agreed to in advance and included as a part of this contract.

STAFFING AND GRATUITY

We will provide adequate staffing for your event based upon our projections and experience. Staffing will be discussed with you prior to your event, and we will do everything possible to insure that we are in agreement on the staffing needs for your event. Should you choose to hire additional staff from us for your event, we can make these staffers available at a rate of \$15 per hour. A 18% gratuity is added to all food and beverage services.

DAMAGES AND LIABILITY

You are solely responsible for damages done to the off-site facility you have arranged for except where those damages are a direct result of any action by any employee of Premium Catering. We assume no liability for the actions of your guests or others involved in your event. We cannot be held responsible for any act-of-god which interferes with, or causes problems for, your catered event.

My signature below indicates that I have read the above contract and that I agree to all of the terms. All contact for this event will be through me, and no other person is authorized to make changes to this catered event without my written approval.

Signature of event host/hostess: _____
(credit card authorization for card detailed below)

Signature for Premium Catering: _____

Date: _____

Event Description, Location and Date: _____

VISA MASTERCARD AMEX

_____ Exp. ____/____