

Client name:
Client email:

Client phone:



CAMP PINNACLE
FLAT ROCK, NC • SINCE 1928

SAMPLE CATERING AGREEMENT

This contractual agreement is hereby made between Pinnacle Adventures, LLC (the Caterer), and _____ (the Client), for catering services on the following dates:
_____.

Client and Caterer agree to the following:

Services

1. Caterer agrees to provide services to the Client for _____, known as the "Event," taking place on _____.
2. For this Event, Caterer agrees to provide the following: food for the agreed-upon event menu for the guaranteed number of guests, basic china and tableware for reception meals, camp tableware for dining room meals, paper products for outdoor meals.
3. Client agrees to provide the following: all decorations, table linens, decorative place settings, glassware, all alcoholic beverages, etc.

Deposit

1. Client is required to pay a deposit of **\$1,000** upon signing this Agreement.
2. A second deposit of 50 percent of anticipated bill is due 30 days prior to Event.
3. Final balance is due the day of Event based on guaranteed count seven days prior. (Or actual count if greater than guaranteed count.)
4. Deposit is refundable (less \$200 processing fee) if Client cancels no later than 60 days prior to the Event.

Payment

1. For the above services, Client will pay Caterer an agreed upon price per head for each meal.
2. Client may request additional services, with the knowledge that these services will add to the total cost agreed upon by this contract, and must be agreed to in writing, on a separate catering estimate.

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3. The balance on the total cost for the Event is due upon arrival.

Guests

1. Client agrees to provide Caterer with a general estimate of anticipated number of guests upon booking. Thirty days prior to the start date of their Event, Client needs to lock in their guaranteed count of guests. This number may only fluctuate +/- 20 percent of the estimated guest count when final numbers are provided seven days prior to Event. If the number 30 days out is more than 20 percent lower than guaranteed count, Caterer reserves the right to bill at the higher number (30 day count -20 percent) to recoup food and labor costs.
2. Client agrees to provide Caterer with the final guaranteed total number of guests no later than seven days before Event. The final bill will be based on this number if actual attendance is lower; and on the actual number if attendance is higher than what was guaranteed. If final count exceeds guarantee by more than 10 percent, Caterer cannot be responsible if there is insufficient food.
3. Client agrees to break down the guest list into adults and children, and include any food allergies or special dietary requests, if applicable, with final guarantee, seven days out.

Menu

1. Client will provide his/her menu, choices from Caterer's available options, etc. no later than 30 days prior to Event.
2. Menu must be confirmed 30 days before the Event. A surcharge may be added for any menu alterations made less than 30 days prior to Event.
3. Menu will be fixed, and no changes may be made seven days before the Event start date.

Cancellation Policy

1. Client may cancel this Agreement 60 days prior with a full refund less \$200 processing fee. Cancellation after 30 days this will result in forfeiture of \$1,000 deposit. Any cancellation less than 14 days prior will result in a loss of 50 percent of anticipated revenues.

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The afore mentioned points are agreed upon and the signatures below, together with the receipt of the deposit fee, indicate a binding agreement by both parties to observe the conditions and requirements as stated in this agreement.

Signature of Camp Pinnacle Representative

Signature of Client

Date

Date

To validate the contract, please keep one copy for your records and return the other signed copy, along with a \$1,000 nonrefundable deposit to: PO Box 1339 Flat Rock, NC 28731.