



OFF PREMISE CATERING CONTRACT

Date Prepared _____ Prepared By _____

Date of Event _____ Event Location _____

Type of Event _____

Event Name _____ Approximate # of Guest _____

Party Resposilbe for Payment _____

Address _____

Day Time Telephone _____ Cell Phone _____

Credit Card Type _____ Number _____

Expiration _____ Three Digit Number _____

EVENT SCHEDULE

Table with 6 columns: Guests Arrive, Cocktails, Appetizers, Dinner, Dessert, End Time

ESTIMATED EVENT COST

Cost Per Person of Agreed Menu _____ x Approximate # of Guests _____ = _____

Guaranteed # Due By _____

Cost of Rental / Set up / Service and Labor _____

Total Estimated Cost _____

Amount of First Payment (Non-Refundable Deposit) _____

Amount of Second Payment (Due By _____) _____

Estimated Final Payment (Due By _____) _____

I, _____ have read and understand the conditions of this agreement. I agree that I am responsible for payment and its terms. I understand that my deposit is non-refundable. I understand and agree that if I fail to make a payment on time to Stancato's, that my credit card on file will be charged. I agree to pay for any charges incurred during my event over the estimated costs. I understand that I must give a guaranteed number os guests 7 days prior to my event and that this is the minimum number I will be billed for.

Customer _____ Date _____

Catering Advisor _____ Date _____

Witness _____ Date _____



OFF PREMISE CATERING INFORMATION AND POLICIES

WRITTEN QUOTE:

Stancato's would be delighted to prepare a written quote for your upcoming event. Event location, number of guests, duration of event, type of settings, buffet or sit down, type of service and many other factors can influence the cost of a catered event. A written quote is only a tool used to approximate cost from the information you provide us with at the time. All written quotes are subject to change.

SIGNED CONTRACT:

Once you have chosen Stancato's to cater your event you will be required to sign a contract. Stancato's recommends that all parties involved in the planning of the event be present and agree upon all terms. The individual responsible for payment will be the contracted party. You will be charged accordingly for any and all changes made once the contract is signed. Deposit of one third of your projected event cost is due during contract signing. This deposit is Non-Refundable. Cancellation of your event after signing will forfeit your deposit.

FINAL COUNT:

Stancato's requires a final guest guarantee seven days prior to your event. This is the minimum number you will be charged for. This number may increase but not decrease.

BILLING AND PAYMENT:

The projected cost of your event will be broken down into three equal payments. The first Non-Refundable payment is considered a deposit. The second payment will be due as stated in your contract. The third payment will be due the day before your event. Stancato's accepts all major credit cards including Visa, Master Card, Discover and American Express. Money orders and certified bank checks are also accepted. You may make payments with whatever method you choose, however an active credit card must be kept on file for the duration of the contract.

EXCEEDING TIME LIMIT:

You will be charged for event time exceeding your contract. Taking into consideration all of the details of your event, a bill will be calculated for you. The contracted party will have 48 hours to make payment in full for these charges. If payment is not made for the difference within 48 hours the credit card on file will be charged.

FOOD POLICY:

Stancato's menu is not limited to what is printed. We accommodate special dietary needs and offer theme party menus such as Mexican, Mediterranean or Hawaiian. Share your ideas with us and we will use our experienced Culinary graduates to create the menu you are looking for. We do the best we can from experience to calculate how much food you will need with out running out. The food that is left can be packed by our staff. If you would like, we can distribute the excess food to a homeless shelter.

STAFF:

Your Event Coordinator will recommend service that is needed to execute your event. Specific Event details will dictate how many servers or bartenders will be needed and the length of time they will be needed. Servers and bartenders are paid an hourly rate out of the charged fee. No gratuity will be charged. Tipping for excellence is permitted.

FACILITY DEPOSITS AND INSURANCE:

Deposits required by the facility you have chosen will be paid by the contracted party. Stancato's will provide insurance information to your chosen facility if needed.