

First Chop Catering

BANQUET SERVICES

FIRST CHOP CATERING AGREEMENT AND POLICIES BANQUETS, RECEPTIONS, AND PRIVATE FUNCTIONS

This Catering Agreement (“Agreement”) is made between First Chop Catering, 6544 State Route 14, Ravenna, OH 44266 (“First Chop”) and _____ (“Customer”).

_____.

The Customer desires to use The Father Stenson Center at Saint Joan of Arc Church (“Center”) located at 8894 State Route 14, Streetsboro, OH for the event.

The Date of the Event is _____.

The Customer after meeting with the Event Planner will receive an Event Planning Sheet. The details as to the nature of the event, including but not limited to, the time, number of attendees, food, décor etc shall be set forth in the Event Planning Sheet.

DEPOSIT AND PAYMENTS

A deposit in the sum of \$200.00 is required at the time of the signing of this Agreement to reserve the Center. The deposit will be deducted from the final invoice.

A non-refundable payment of 50% of the total cost of catering the Event, which is based upon the estimated number of guests at the Event, is due at least thirty days prior to the Event.

The remaining balance due, based upon the final guest count, must be paid to First Chop on or before the day of the Event. All outstanding balances must be secured with a valid credit card five business days prior to the Event. Payments are preferably paid by cash or certified check.

CANCELLATIONS

Should the Customer find that they must cancel, deposits will be forfeited and the following charges will apply:

- 60 days or less – 25% of anticipated revenue
- 30 days or less – 50% of anticipated revenue
- 15 days or less – 75% of anticipated revenue
- 7 days or less - 100% of anticipated revenue

Any and all notices to either party required pursuant to this Agreement, including any notice of cancellation, shall be made in writing and shall be sent to the other party at the address set forth in the first paragraph of this Agreement.

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FOOD AND BEVERAGE REGULATIONS

All federal, state and local laws with regard to food and beverage purchases and consumption are strictly adhered to. Finalized menu selections must be received by 5 PM ten business days prior to the scheduled Event.

Entrée selections on our banquet menus are by no means the only items available. Special customized menus can be arranged to meet specific requests.

All food and beverage is for consumption on premises and none will be allowed to be taken off premises.

MENU PRICES AND APPLICABLE CHARGES

An 18% service charge will be applied to all food and beverage items. Additionally, sales tax will be applied to all taxable sales. Tax-exempt organizations are required to present an ID number for our records.

Center rental charges up to \$400 may be applied to any Event consisting of 125 people or less. Such charges will vary according to the size and nature of the Event and will be indicated on the Event Planning Sheet.

All prices are guaranteed for no longer than 90 days unless a contract has been signed by both parties indicating the menu selections.

The Customer agrees to have his guests arrive and vacate the Center at the scheduled time or be subject to a \$150 an hour additional charge.

Parishioners of Saint Joan of Arc Church will receive an 8% discount on all food and beverage items. Verification of parishioners will be obtained through the church office.

ATTENDANCE

A confirmed attendance figure must be specified by 5 PM five business days prior to the Event. This will be considered your minimum guarantee and is not subject to reduction. Charges will then be based on the guaranteed or actual attendance, whichever is greater. First Chop will set up and prepare to serve 5% above the guaranteed number.

In the event a final guarantee is not received, the estimated figure will be used as the final guarantee.

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MISCELLANEOUS

First Chop will not be responsible for damages or loss of any merchandise, equipment, clothing, or other valuables left in the Center or parking lot prior to, during, or after the Event. First Chop will not accept storage of any items in advance of, or following the Event unless approved by First Chop in advance.

Physical set up of the Center and any decoration wishes should be finalized a minimum of 5 business days prior to the Event.

All decorations must be free standing and may not be attached to any Center furniture or fixtures with tacks, tape, nails, or glue.

The Customer is liable for all damages to the Center caused by the Customer or guests of the Event.

This agreement is not assignable and has been discussed, understood, and agreed to by both parties as witnessed by the signatures below:

First Chop Catering:

Customer:

Name: _____

Name: _____

Signature: _____

Signature: _____

Title: _____

Address: _____

Date: _____

Phone Number: _____

Date: _____

Approximate # of Guests: _____

Nature of Event: _____