

CATERING & RENTAL AGREEMENT DEPOSITS, PAYMENTS, AND CANCELLATIONS

Thank you for choosing Hoag's Catering for your special occasion. We would like to welcome you as a catering and or rental customer, and also make you aware of the terms and guidelines of using our services. The following is the procedure for scheduling your event, making deposits, final payments, and cancellations.

- 1. A deposit of \$350.00 is required to book your event. If rental equipment is part of your event, 25% of the estimated rental is required as a deposit to reserve this equipment. Your deposit will be credited toward your final bill. Deposits are non-refundable.*
- 2. Estimates for all wedding receptions will be prepared thirty (30) days prior to your event. A 50% payment based on this estimate will be due twenty-one (21) days prior to your event. An additional payment of 25% will be due two week's prior to your event. The remaining balance is due the day of your event. There will be a 10% penalty for the full amount of the invoice if your final payment is not made the day of your event. NO EXCEPTIONS. Initials_____*
Arrangements for billing terms for meetings, seminars, social events, and corporate events must be approved in advance of the function. In all cases, we accept major credit cards and appreciate information in advance so that payment can be processed the day of the function.
- 3. To officially reserve a date, you must sign and return this reservation contract along with the appropriate deposit.*

4. An 18% gratuity plus a 6% sales tax will be added to all food, beverage, and labor fees. If your group is Tax Exempt, we require a copy of your tax exemption form.
5. All prices and menu choices and room set up must be agreed upon at least 2 months prior to your function.
6. A final guaranteed number of guests is due 96 hours prior to your event. This is the number upon which we will base your final billing. Initials_____
7. We encourage you to establish realistic arrival and serve times. There will be a \$125.00 labor charge for serves that are more than 30 minutes off schedule, no exceptions. Initials_____

CLIENT SIGNATURE_____

PRINT_____

CLIENT SIGNATURE_____

PRINT_____

DATE_____

BANQUET MGR.

SIGNATURE_____

PRINT_____

DATE_____

DATE OF EVENT_____

EVENT LOCATION_____

FOOD DEPOSIT REQUESTED_____

FOOD DEPOSIT RECEIVED_____

RENTAL DEPOSIT REQUESTED_____

RENTAL DEPOSIT RECEIVED_____

CANCELLATION POLICY

- 1. In case of cancellation, a written letter must be faxed or sent to the banquet manager. Any deposit or payment already received will not be refunded.*
- 2. If you cancel food service within 90 days of the event date, you will be responsible for 20% of your projected bill and the deposit.*
- 3. If you cancel food service within 72 hours of your function, you will be responsible for 40% of your projected bill and the deposit.*
- 4. Rental cancellations more than 96 hours prior to the event will forfeit the rental deposit. Rental cancellations less than 96 hours prior to the event will be charged an additional 35% of the total rental plus the rental deposit.*

CLIENT SIGNATURE_____

PRINT_____

CLIENT SIGNATURE_____

PRINT_____

DATE_____

BANQUET MGR.

SIGNATURE_____

PRINT_____

DATE_____