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| INSTRUCTIONS: Practise defining the requirements of a project before starting the work by completing the following ‘Catering Agreement Contract’ for your next fictitious or real catered event.  |

**CATERING AGREEMENT ‘Contract’**

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| This is a catering agreement **{“Agreement”}** executed this **{date}** day of **{month}**, **{year}**, |
| Date: | Month: | Year: |

BETWEEN

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| **{CUSTOMER NAME}** |  |
| **{Contact Info}**, |  |
| *known for the purposes of this Agreement as* ***“Client,”*** |

AND

|  |  |
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| **{SUPPLIER NAME}** |  |
| **{Contact Info}**, |  |
| *known for the purposes of this Agreement as “****Caterer.”*** |

**Client and Caterer agree to the following:**

**1. Services**

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| 1.1 Caterer agrees to provide services to the Client for **{basic description of event}**, known as the “Event,” taking place on **{date}**. | Basic description of event: |
|  | Date:  |
| 1.2 For this Event, Caterer agrees to provide the following: **{detailed description of what caterer will provide, such as food, decorations, cutlery, equipment, furniture, personnel, etc.}**. | Detailed description of what caterer will provide: |

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| 1.3 Client agrees to provide the following: **{anything else necessary for the Event that will be the responsibility of the Client, not of the Caterer}**. | Additional responsibilities of the Client: |

**2. Deposit**

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| 2.1 Client is required to pay a deposit of **{amount in Pounds Sterling}** upon signing this Agreement. | Deposit Amount: |
| 2.2 Deposit **{is not refundable, is refundable if Client cancels within a certain amount of time, etc.}**. | Refundable / Non-refundable (circle one) |

**3. Payment**

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| 3.1 For the above services, Client will pay Caterer a total of **{amount of money, and its basis. This can be a set price for a certain menu, assuming a certain number of guests, or it can be a price per guest attending the event, or any other deal Client and Caterer agree to. Be specific, so that there are no hidden costs}**, including the deposit outlined in Section 1. | Amount of money, and its basis: |
| 3.2 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, either as an addendum to this Agreement, or in a separate document. |
| 3.3. The balance on the total cost for the Event is due **{at the end of Event, once all property has been returned to Client and/or Caterer, within 15 days of the Event, etc.}**. | Date or other arrangement:  |

**4. Guests**

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| 4.1 Client agrees to provide Caterer with the total number of guests no later than **{number}** days before Event. | Total Number of days before Event:  |
| 4.2 Client agrees to break down the guest list into adults and children, and include any food allergies or special dietary requests, if applicable. | Estimated Number of Adults: |
|  | Estimated Number of Children: |
|  | Any Known Allergies: |
|  | Any Known Dietary Requirements: |

**5. Menu**

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| 5.1 Client will **{provide his/her own menu, choose from Caterer’s available options, etc.}**. | Own Menu / Caterer’s Menu (Circle one)  |
| 5.2 Menu must be confirmed by **{length of time before the Event}**, or else Client will be subjected to **{penalty fee amount}**. | Length of time before the Event:Penalty fee amount: |
| 5.3 Menu will be fixed, and no changes may be made, **{72 hours before Event, 24 hours before, etc.}**. | Date / time: |

**6. Cancellation Policy**

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| 6.1 Client may cancel this Agreement **{times when Client may cancel}**. | Times when Client may cancel:  |
| 6.2 Cancellation occurring **{length of time}** before Event will result in **{a total forfeiture of deposit, loss of 50% of deposit, etc.}**, as outlined in Section 2. | Length of time before Event: Conditions: |

**7. Arbitration**

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| 7.1 Should either party failure to provide or breach this Agreement in any way, the offending party will be liable for any damages.  |
| 7.2 Both parties agree to seek a third-party mediator or arbitrator for any disputes that arise as a result of this Agreement.  |

**8. Jurisdiction**

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| This Agreement falls under the jurisdiction of the County/Region of **{County/Region}**, and is therefore subject to all of **{County/Region’s}** laws and regulations. | County/Region:  |

**Signed:**

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| --- | --- |
| Client Name  | Client Signature |
|  |  |
| Date: |  |
| Caterer Name  | Caterer Signature |
|  |  |
| Date: |  |