



CATERING SERVICE CONTRACT

Services Provided

The Client: _____

The Service Provider: QT Catering, 114 N. Zinns Mill Rd., Lebanon, PA 17083 (Caterer)

The client agrees to use QT Catering for their event on the date specified below. QT Catering will provide their services to the client on the terms and conditions set out in this agreement.

The client agrees to provide a layout of their timeline to ensure quality consisting of; food, set up of food, and all stations used by the caterer and staff. In the event of delays, QT Catering is not liable for the diminished quality of food.

Terms of Agreement

Date of Service: _____

Start Time of Service: _____

We agree to remain in full force and effective from the agreed start of service until the completion of duty. QT Catering will obtain a \$200.00 deposit once the client has accepted this contract. This deposit secures the date of the event for the client. QT Catering will deduct the \$200.00 deposit from the final invoice. In the case of early termination, the client relinquishes the \$200.00 deposit to cover any costs incurred leading up to the termination.

Menu and Guest Guarantees

The Client will provide the caterer with the exact guest count, and confirmation of menu, three (3) weeks before the event. QT Catering will provide the client with any special dietary needs for any of the guests to ensure everyone can participate in the event. The caterer reserves the right to make small changes to the menu where necessary if ingredients are not available due to reasons beyond the control of the caterer. All prepared food is the property of QT Catering. Limited remaining portions may be provided and packaged for the client if conditions are adequate for food safety.

A Note About Buffets: If choosing the buffet option, QT Catering will ensure enough food is provided to feed all guests in your specified guest count. In the case there is excess food, it remains the property of QT Catering. Food safety is the highest priority, and there will be no food taken from the premises of your event or given to the client to ensure food safety and liabilities of both parties. Keep in mind; buffets are all you can eat within the premises.



Fees

Manager Fee:	\$250.00
Service Fee:	20%
Sales Tax:	6%
Bartender:	\$25/hour for 1 RAMPS trained bartender. Additional bartenders are \$10/hour each.*
Travel Fees:	Vary depending upon location.

* Many venues have a specific guest to bartender ratio which may require you to hire additional bartenders.

Payment

Full payment will be received by the caterer for their services one (1) week prior to the event. Cash, credit card, and personal checks are acceptable forms of payment. If there is a termination of the event, and the date falls within one week of the event, the client will be responsible for any food that may have been purchased for the event. The caterer will provide proof of products purchased. The client is responsible for pick up of all products.

Thank you for choosing QT Catering for your event. We believe in excellence and look forward to making your day extra special.

Client Signature and Date: _____

Catering Manager Signature and Date: _____