

client

Diamond Catering Terms and Payment Agreement

Thank you for the opportunity to provide catering and support services for your event on

_____ at _____
(date) (location)

Our entire professional catering team is excited about making this a successful event.

Diamond Catering requires a deposit at time of booking to reserve the date of your event. For events scheduled at our facility, the deposit amount shall be no less than \$200.00. For full service weddings, the deposit amount is \$1000.00. All deposits are non-refundable. Receipt of the deposit is required to confirm Diamond Catering services for the specified event date above.

! Your confirmation of the final guest count is to be made no later than seven (7) business days prior to the event date. After that, the number may be increased at the quoted per-person cost, but not decreased.

The per-person costs on the previously submitted proposal are based on the original guest count. If the confirmed guest count is less than the original count, the per-person costs may increase. The amount of the increase is calculated in proportion to the overall size of your event. If your final guest count decreases by more than 30 percent, Diamond Catering reserves the right to withdraw from the event unless a satisfactory increase in price is reached to offset the lost revenue due to your decrease.

New York State sales tax of 8% will be added to all totals unless proof of tax-exempt status is provided. We reserve the right to include a 20% service fee to all parties. Miscellaneous expenses may include costs for dance floor, tent or other additions and will be itemized for your records. The client is responsible for all costs associated with the execution and presentation of the approved menu, including equipment.

The balance owed is due five (5) business days before the event date. If any additional billing is necessary due to additional services not previously detailed, the remaining balance will be due in full at the time of the event.

Cancellations of confirmed events are subject to a fee based on how close the date of cancellation is to the event date. This fee is not less than 10 percent of the proposed cost of the event and no greater than the total of actual costs incurred in the preparation of the event.

_____ x \$ _____ = \$ _____ \$ _____ + \$ _____ + \$ _____ = \$ _____
(guests) (price per) (misc) (service fee) (tax) (total)

Suggested deposit: \$ _____ Amount enclosed: \$ _____

Client name: _____
(please print) (signature) (date)