

# Summer Feature Sale

## Diamond Catering Terms and Payment Agreement

_____
client

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 \$50.00 non-refundable deposit at time of booking to reserve the date of your event. 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 ten (10) business days prior to the event date. After that, the number may be increased at the quoted per-person cost, but not decreased. Final menu selections are requested three weeks prior to the event date.

The per-person costs on the previously submitted proposal are based on a minimum of 40 guests. If the confirmed guest count is less than 40, the per-person costs will 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. Delivery within a 10 mile radius of our location is \$25.00. Locations beyond ten miles will be subject to an additional delivery charge.

This pricing does not include paper products, chafing dishes or serving utensils. Please ask if you would like to purchase these accessories.

The balance owed is due no later than 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.

$$\frac{\text{_____}}{\text{(guests)}} \times \frac{\$9.50}{\text{(price per)}} + \frac{\$25.00}{\text{(delivery)}} = \$ \frac{\text{_____}}{\text{(subtotal)}} + \$ \frac{\text{_____}}{\text{(tax)}} = \$ \frac{\text{_____}}{\text{(total)}}$$

Suggested deposit:   \$50.00   Amount enclosed: \$ \_\_\_\_\_

Client name: \_\_\_\_\_  
(please print) (signature) (date)