**Catering Contract**

**This Catering Agreement (“Agreement”) is made and entered into on [Date], by and between:**

**Caterer:** [Catering Company Name], located at [Address], with contact number [Phone] and email [Email].

**Client:** [Client Full Name], residing at [Address], with contact number [Phone] and email [Email].

Together referred to as “the Parties.”

**1. Event Details**

* **Event Type:** [Wedding, Corporate Event, Party, etc.]
* **Event Date:** [MM/DD/YYYY]
* **Event Time:** [Start Time] to [End Time]
* **Event Location:** [Venue Address]
* **Estimated Number of Guests:** [Number]

**2. Scope of Services**

The Caterer agrees to provide the following services:

* Preparation and service of food and beverages as outlined in **Exhibit A (Menu & Service Details)**.
* Accommodation of special dietary requirements if communicated in advance.
* Additional services (check all that apply):
	+ ☐ Setup & Breakdown
	+ ☐ Serving Staff
	+ ☐ Bartending Services
	+ ☐ Equipment Rental (tables, chairs, linens, etc.)
	+ ☐ Cleanup

**3. Pricing and Payment**

* **Total Cost:** $[Amount]
* **Deposit (Non-Refundable):** $[Amount] due upon signing this Agreement.
* **Remaining Balance:** $[Amount] due no later than [Due Date].
* Payments may be made via [Accepted Payment Methods].
* Failure to pay the balance by the due date may result in cancellation of services.

**4. Cancellation and Refund Policy**

* Cancellations must be submitted in writing.
* If the Client cancels:
	+ More than [X] days before the event: [Deposit retained, balance refunded].
	+ Within [X] days before the event: [Specify refund or percentage due].
* If the Caterer cancels:
	+ The Client will receive a full refund of all payments made.

**5. Responsibilities**

**Caterer Responsibilities:**

* Comply with all local, state, and federal health and food safety regulations.
* Provide trained staff and necessary equipment as agreed.
* Maintain professional standards during service.

**Client Responsibilities:**

* Provide accurate guest counts no later than [X days] prior to the event.
* Arrange access to the venue for setup and breakdown.
* Coordinate with other vendors (e.g., venue, decorators, entertainment).
* Obtain any required permits not covered by the Caterer.

**6. Liability and Insurance**

* The Caterer carries liability insurance covering food service. Proof of insurance available upon request.
* The Caterer is not responsible for loss, damage, or injury resulting from conditions outside its control, including guest misconduct or unsafe venue conditions.

**7. Health and Safety Compliance**

The Caterer shall follow all applicable health codes and regulations, including proper food handling, storage, and sanitation practices.

**8. Contingency Plans**

In case of unforeseen circumstances (e.g., natural disaster, severe illness, or venue closure):

* The Caterer will make reasonable efforts to provide substitute services.
* If performance is impossible due to force majeure, both Parties may terminate the Agreement without penalty.

**9. Dispute Resolution**

Any disputes arising from this Agreement will first be attempted to be resolved through mediation. If unresolved, disputes shall be settled in accordance with the laws of [State].

**10. Entire Agreement**

This Agreement constitutes the entire understanding between the Parties and supersedes all prior agreements, whether written or verbal. Amendments must be made in writing and signed by both Parties.

**Signatures**

**Caterer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Name: [Caterer Representative]
Title: [Title]
Date: [MM/DD/YYYY]

**Client:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Name: [Client Full Name]
Date: [MM/DD/YYYY]