

Patty's Catering

2129 Parkway Drive, St. Peters, MO 63376
Phone: 636.936.0604 | Fax: 636.477.7580 | Email: pattyscatering@scbglobal.net

PATTY'S CATERING CONTRACT

Please Read Carefully.

You must speak with Leslie Schnaible via email or phone to confirm the availability of your date prior to completing this contract. This contract is not binding without an agreed upon date and deposit amount. Deposit amounts vary based on size and timeline of the event. ALL PAYMENTS MUST BE MADE BY CREDIT CARD, CASHIERS CHECK, MONEY ORDER OR CASH. NO PERSONAL CHECKS ACCEPTED.

COMPANY BOOKING POLICY

Booking an event 7 or more months in advance: There will be a non-refundable deposit of \$350 to hold your catering date. Six (6) months before your catering date a second non-refundable deposit of \$500 is required. The balance (if there is still a balance due) will be due two (2) weeks prior to your catering event, and is non-refundable.

Booking an event less than 6 months in advance: If booking an event and the date is less than 6 months away, a non-refundable deposit of half of your total bill is due when you sign this agreement. The balance will be due two (2) weeks prior to your catering event, and is non-refundable.

Booking an event less than a month in advance: If booking an event and the date is less than one (1) month away, payment is due in full upon signing this agreement.

YOU WILL BE NOTIFIED VIA EMAIL WHEN PAYMENT IS DUE.

This booking policy ensures you that we will be available on your date. Final number of guests will be required two weeks before your catering event. Serving fees, gratuity, tax, china maintenance and busing of china are not included in price. These fees are discussed at the signing of this contract.

Food Safety Regulations do not allow us to leave any food. If your guaranteed number of guests, which you have paid for, has been served and there is still food left, we offer all of your guests seconds. Our policy does not allow us to leave any food at your venue. An exception to this rule is to sign a release form. Any venues requiring fees to be paid by the caterer will be paid by the client, our prices do not reflect additional fees. All in-home parties, extra food will be left.

Linens: If you have chosen Patty's Catering to supply linens, our staff will place and remove these linens. Candles must be on a plate to protect the table linens, this is a fire hazard. You are responsible for burnt linens at a cost of \$30 per linen. This is standard of all rental companies to insure the linens are not destroyed.

Name: _____

Date of Event: _____

Address: _____

Type of Event: _____

Event Venue: _____

Phone: _____

Venue's Address: _____

Email: _____

Venue's Phone: _____

Menu Selection: _____

Signature: _____ Date: _____

Upon signing this contract your deposit is due at this time.

Please sign and date. Send completed contract via email or fax:
pattyscatering@sbcglobal.net | 636.477.7580