



CONTRACT AGREEMENT

Effective Date: _____

Client's Name: _____

Complete Address: _____

Contact Number/s: _____ Email Address: _____

I. EVENT INFORMATION

Zephaniah's Events and Catering Services is tentatively holding the following space and/or event date for your upcoming function:

EVENT NAME: _____

DATE OF EVENT: _____

TYPE OF EVENT: _____

NUMBER OF GUESTS: _____

EVENT LOCATION: _____

TIME: _____

THEME/MOTIF: _____

Appetizer: _____

Choice of one:

Beef: _____

Pork: _____

Chicken: _____

Vegetable: _____

Pasta: _____

Dessert: _____

Drinks: _____

ADDITIONAL DISH: _____

REQUEST: _____

II. PAYMENT TERMS AND CONDITIONS

1. The Parties agree to the following Payment and Payment Terms:

INITIAL DEPOSIT REQUIRED: A NON-REFUNDABLE and NON-TRANSFERABLE deposit is DUE UNTIL THE DAY BEFORE THE RESERVED DATE.

AMOUNT DEPOSITED: _____

To confirm the above arrangements on a define basis please sign and return this contract along with your deposit by: _____.

2. All prices that are quoted in this catering contract and the amount of food that will be prepared are for number of guests booked.
3. Contract signing and 10%-50% down payment is due upon reservation.

- 4. Full payment is due before the event program.
- 5. **4hrs Catering Service including the Program Proper.** If the client requests for an additional hour, the client should pay an additional 200php per hour each staff/waiter.
- 6. If the client requests for additional services that are not included in the contract, the client also agrees to pay the caterer for the additional services.
- 7. The caterer will remain a general liability insurance policy during the term of this contract while the client agrees to hold the caterer harmless for any damage, theft or loss of caterer’s equipment, plates, and utensils including any motor vehicles that may occur at the catered event by anyone attending the event.
- 8. For out-of-town event, transportation fee will be charged accordingly.
- 9. Customer has the option of keeping any extra food remaining after the initial caterer service is over.
- 10. All non-food support items brought in by the caterer such as table napkin, floral arrangements, backdrop decorations, styling materials, plates, glass, utensils, wax, etc. remain at the property of Zephaniah’s Events and Catering Services. Customer does not have the right of claiming such items.
- 11. Clients will be charged for loss or damage of the caterer’s equipment not due to handling by the food service personnel.
- 12. In the occasion that the number of guests exceed what is expected, Zephaniah’s Events and Catering Services will provide 10 persons allowance from the agreed number of guests to be served.
- 13. ALL PREPAYMENTS AND DEPOSITS ARE NOT REFUNDABLE IF THE EVENT IS CANCELLED BY THE CLIENT.

In witness to their agreement to the terms of this contract, the parties affix their signature below:

CLIENT/S:

SIGNATURE OVER PRINTED NAME

DATE

SIGNATURE OVER PRINTED NAME

DATE

ZEPHANIAH’S EVENTS AND CATERING SERVICES:

SIGNATURE OVER PRINTED NAME

DATE

FACEBOOK: Zephaniah’s Events & Catering Services
(<https://www.facebook.com/zephaniascatering/>)

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