



**EVENT CONTRACT  
LAGUNA CULINARY ARTS, INC. CATERING**

**CLIENT:** \_\_\_\_\_ **EVENT DATE:** \_\_\_\_\_

**GUEST COUNT CONFIRMATION:**

Laguna Culinary Arts is reserving for \_\_\_\_\_ guests. This estimate will be used as a basis for purchasing, scheduling, and preparation with a final guarantee to be given to Laguna Culinary Arts, Inc. catering department five days prior to the event. Thereafter, the number may be increased at the quoted rate per person, but not decreased.

**DEPOSIT AND PAYMENTS:**

If the proposal meets your approval, please sign this agreement and return the original copy with your deposit by \_\_\_\_\_ to reserve the date and confirm the event. Deposit of 50% of the expected total bill is required, including rental and other charges.

*Full payment is due no later than 3 days prior to the date of the event.*

**CANCELLATION:**

If you cancel the event prior to two weeks, 100% of your deposit will be refunded, two weeks to three days, 50% and within three days, no refund.

**EQUIPMENT:**

A count of silver, china, linen, glassware, and other equipment will be taken after the event and you will be charged for any missing items.

**SERVICE FEES:**

An additional chef and staff service fee will be added based on total food costs – please see our pricing policies for details. The additional service fee will be waived if food costs exceed the stated minimum.

**TAX:**

Tax will be added at 8.75%. Local laws require that state tax be charged on all food & service items.

**GRATUITY:**

On-site staff gratuity of 15% is included ... if you wish to tip your team an extra amount, please do so on site or authorize an amount to be charged to your credit card.

**THE ATTACHED PROPOSAL AND THESE TERMS AND CONDITIONS ARE ACCEPTABLE.**

By \_\_\_\_\_ By \_\_\_\_\_  
Laguna Culinary Arts, Inc. Catering

Date \_\_\_\_\_ Date \_\_\_\_\_