



Ajeen Beckford

The Professional Chef Services & Catering Company

Today's date

Certificate

Voucher

Receipt Name

Number

Pin

CATERING CONTRACT FOR:

First Name

Last Name

Street Address

City

Postal Code

Phone number

E-mail

DINNER INFORMATION:

Date of event

Time of event

Event location

Type of event

Number of guests

*Allergies / Dietary
Restrictions:
(e.g., gluten free or
vegan requests)*

*Let us know (kids,
elderly, concerns,
etc.):*

PRICING GUIDLINES:

Mandatory Deposit:

Dinner Selection:

All meals are priced on a base system. Two persons are priced in a package and additional persons are added on a ADD-ON basis which is a percentage of the base price (two person package price). This system is used only for groups not exceeding 20 persons. A 50% percent deposit is required made payable to the company.

A party of 20 or more persons will be discussed with a representative and pricing are based on the needs of the clients and selection of food items. A party of 6 or more persons will see a 25% service charge added to their final bill in addition to employees rate of service. Please see our service guide.

Service guide:

All members of staff are paid for a minimum of 4 hours plus gratuity for services of 6 or more persons.

Head Waiter - \$25 per hr.

Butler - \$20 per hr.

Waiter - \$16.50 per hr.

Cook help - \$18.00 per hr.

Assist chef - \$25.00 per hr.

Valet - \$15.50 per hr.

Service Personnel \$18.50 per hr (attend to kids, elderly etc. During event).

List of Services to be provided by The Professional Chef Services & Catering Company

Guest Count:

An initial guest count will be given at time of booking. This count will be used to determine the date reservation fee. To ensure accurate ordering and staffing, a final guest count is required 7- days prior to the date of your event. After this time the guest count may increase by a maximum of five (5) percent, but a decrease will not guarantee a discount in the total fee. Any pricing consideration given based on your initial guest count may be adjusted at the discretion of The Professional Chef Services & Catering Company

Date Reservation Fee/Deposit: There is a date reservation fee of 50% of the total anticipated contract price. The date of your event is secured when this fee has been paid. This fee is based on the initial guest count provided by you at the time of the event booking. This fee will be deducted from the final bill.

Deposit Guarantees & Cancellations: Because the efforts of The Professional Chef Services & Catering Company, Staff and resources has been set aside for you to provide outstanding personalized service, we will not overbook our services and have likely turned away other events for your date. For this reason the following cancellation deposits and guarantees have been determined. This reflects a percentage of the 50% date reservation fee held for the event that would be returned to you in case of cancellation.

~30 days or more prior to date of event 50% ~20 – 29 days prior to date of event 25% ~11 – 19 days prior to date of event 10% ~10 or less days prior to date of event 0%.

Final Bill Presentation and Payment:

Your final bill less the 50% date reservation fee will be presented to you after your final guest count has been received; 7 days prior to the event. This bill is considered final unless changes in service expectations, menu or guest count occurs after that presentation. Any changes agreed upon by The Professional Chef Services & Catering Company and it's customer after the final bill has been presented will be added and a new final invoice will be presented. Payment for this invoice is expected to be paid in full on the day of the event. Payment of the final bill by cash, must be paid at anytime before the close of the event.

Liability: The Professional Chef Services & Catering Company Will not be held liable for any damage to rented equipment or property or loss of property which may be caused by the customers guests or other service providers retained by the customer.

Leftover Food Items: Food items leftover after all guests in attendance have been served and the service time agreed upon has been fulfilled will be taken away with us at clean-up. Due to health and safety regulations, and variables in maintaining safe temperatures and storage of food items.

Service Guarantee:

The Professional Chef Services & Catering Company guarantees that all agreed upon services and menu items will be prepared and executed to the highest possible standards. We will be fully available to you with regards to questions, consultations or meetings with you or other service providers you may use for your event. Any changes with regards to our ability to provide any of the arranged services or menu items will be communicated to you as soon as possible.

Customer Name in full:

Today's Date:

Do you agree to the terms listed?

Yes

No

Customer Name – 2nd Parties if applicable. (In full)

Today's Date:

Do you agree to the terms listed?

Yes

No

Checking this box confirms that you agree to the terms and conditions of this contract. This will act as your signature of approval.

* Indicates Response Required

