

## CATERING SERVICES CONTRACT

This agreement made on \_\_\_\_\_ (date), by and between **VALLEY CATERING, INC.** and \_\_\_\_\_ (please print), hereinafter called the "**Client**".

For \_\_\_\_\_ (event), on \_\_\_\_\_ (date), to be located at \_\_\_\_\_ (address).

The estimated number of guests is \_\_\_\_\_ Phone number: \_\_\_\_\_

Event time: \_\_\_\_\_ Access time: \_\_\_\_\_

Billing address: \_\_\_\_\_

E-mail: \_\_\_\_\_

In consideration of this agreement, the **Client** hereto agrees as follows:

The **Client** agrees to pay the sum of \$\_\_\_\_\_ per each guest (plus other agreed upon fees) guaranteed. **Guaranteed number of guests need to be confirmed ten (10) days prior to the event.** The client will be charged for the guaranteed, or the actual number of guests, which ever is greater.

Our Oregon liquor license states that all alcoholic beverages served by **VALLEY CATERING, INC.** must be purchased by **VALLEY CATERING, INC.** **Please initial and sign Alcohol Policy/Waiver, if applicable.**

### Deposit Guidelines:

A minimum deposit (\$200.00 for events or \$500.00 for weddings) is required along with a signed copy of this contract in order to secure the event date and catering services. **For weddings and large events; a deposit of half of the estimated catering costs is required thirty (30) days prior to the event.**

**Deposit due date:** \_\_\_\_\_ **Amount due:** \_\_\_\_\_

The client agrees to pay half of the estimated catering costs thirty (30) days prior to the event on (if applicable)

**Date:** \_\_\_\_\_ **Amount:** \_\_\_\_\_

**Deposits:** Deposits are to secure our services and are non-refundable and non-transferable.

**Cancellations:** Full payment is required for any cancellations occurring less than forty-eight (48) hours before the scheduled event.

**Final Invoice:** Payment is due upon receipt of final invoice, immediately following event. Any adjustments by either **VALLEY CATERING, INC.** or the **Client** must be made within five (5) business days following the event. A finance charge of 1.5 percent will also be assessed on unpaid balances monthly. Unpaid balances after 30 days will be charged to a credit card on file. If any balance remains uncollected and requires legal intervention, all legal fees will be the client's responsibility. We accept cash, checks, Visa, MasterCard, and American express. **Note: a 3% credit card processing fee will be charged.**

**Please sign that you acknowledge the above polices:** \_\_\_\_\_

## Catering Policies

### TRAVEL, SET-UP, AND PICK-UP

- Delivery hours are 6:00am – 4:00pm Monday through Friday. Evening and weekend deliveries after 4:00pm are available for an additional charge.
- A minimum \$25.00 travel fee is charged per trip to OSU and within Albany and Corvallis city limits. A minimum \$30.00 travel fee is charged for the Philomath area.

#### ***Travel fees to extended areas:***

**\$60.00:** Garden in the Woods, Greenville Barn, Tyee, Yellow & Gold Farm, Tangent area

**\$100.00:** Dancing Oaks, Beazell Park, Beckenridge Vineyard, Mission Mills, South Salem area, Lebanon

- A minimum daytime delivery is food for twenty (20) guests. For weekend and evening deliveries the minimum order is thirty (30) guests. All meals, except box lunches, require pick-up unless other arrangements have been made for returning items.
- Extra charges may be required for complicated set-ups or buildings that require additional efforts due to the distance from the catering truck or unusual situations. Extra charges may be required on large catering orders requiring extra staff to deliver.

### Buffet Times

Due to Health Department Regulations and to ensure food safety, buffet food will be available for a maximum of two (2) hours.

### Food Quantities and Leftovers

Food quantities are based on the number of guests and duration of the event. **VALLEY CATERING, INC.** provides enough food to ensure sufficient quantities for the agreed upon number of guests. Remaining food at the end of an event is at the discretion of **VALLEY CATERING, INC.** regarding food safety.

### Service & Staffing

For service provided by **VALLEY CATERING, INC.** there is a minimum, 20 percent of total food, beverage and china cost. Receptions longer than five (5) hours will be charged an additional service fee of \$25.00 per hour per server. Carving station fee is \$35.00 per station.

Food safety and quality, along with professional service, is our ultimate goal. Gardens, parks, vineyards, and backyards are beautiful and unique venues. They are also more challenging to our chefs and catering staff. **An additional charge on all food, beverage, and china cost may be added to outside venues and facilities without kitchen access.**

### Facility Fees

The following facilities charge a percentage of total food and beverage provided at the facility. **VALLEY CATERING, INC.** collects this fee and pays the facility:

**5 percent:** Philomath Scout Lodge

**7.5 percent:** Memorial Union

**10 percent:** CH2M Hill Alumni Center, Linn County Fair and Expo Center, Vue Corvallis, LaSells Stewart Center

### LINENS AND CHINA

Linens are provided on food and beverage tables at no extra charge. Check with the rented facility as to what is provided. We are happy to rent linens and china for your event. Ask about prices and availability.

**Please sign that you acknowledge the above policies:** \_\_\_\_\_

**ALCOHOL POLICIES:**

- Bartender service fee is \$25.00 per hour, per server.
- Due to liability issues and state liquor laws, **VALLEY CATERING, INC.** must supply and serve all alcohol at events where **VALLEY CATERING, INC.** is the main licensed alcohol server.
- OLCC prohibits serving alcohol to guests under the age of 21 or to anyone visibly intoxicated. **VALLEY CATERING, INC.** strictly adheres to all laws and regulations pertaining to the sale and service of alcohol beverages. We ask your understanding and cooperation in preventing sales to minors and intoxicated individuals, a valid photo ID is required.
- All kegs ordered are paid in full. No refund on partial or unused kegs. We are not permitted to give or sell unused alcohol
- Full bar set up is available for an additional \$75.00 set-up fee.
- A maximum of four (4) hours of alcohol service is available at each event. Additional service is available the discretion of **VALLEY CATERING, INC.** and may incur an additional hourly rate.
- No alcohol service after 10PM.
- No outside alcoholic beverages allowed at events, where **VALLEY CATERING, INC.** is the main licensed alcohol server, without prior written permission.
- We try to accommodate special wine, beer, and champagne requests, at an additional cost.
- Corkage is available for non-profit organizations with prior arrangements made with **VALLEY CATERING, INC.**
- A \$0.50 surcharge will be added to each transaction made with a debit or credit card at the bar

**Alcohol Waiver:**

**VALLEY CATERING, INC.** will be providing food and non-alcoholic beverages for this event. **Client** understands that by contracting another vendor for service of alcoholic beverages, **VALLEY CATERING, INC.** is released from bearing responsibility for the serving of alcohol and the control of alcohol consumption at this event. In this case **VALLEY CATERING, INC.** will not be responsible for providing, collecting, or cleaning glassware used for alcoholic beverages. The **Client** will also be responsible for informing the venue of the event of the alcohol arrangements.

Vendor responsible for alcohol service: \_\_\_\_\_

Vendor phone number: \_\_\_\_\_

**If applicable, Client has read and understands the alcohol waiver** \_\_\_\_\_ (Client's initials)

**Catering Contract Accepted by:**

<b>Client</b>	<b>Date</b>
<b>Valley Catering Event Coordinator</b>	<b>Date</b>

**January 2018**