



The Silver Palm

catering company

Catering Contract

<p style="text-align: center;"><u>Function Information</u></p> Date OF Function: _____ Location: _____ Estimated # of Guests: _____ Time: _____	<p style="text-align: center;"><u>Client Information</u></p> Name: _____ Phone: _____ Address: _____ _____
<p style="text-align: center;"><u>Menu Description</u></p> _____ _____ _____	<p style="text-align: center;"><u>Additional Requests</u></p> Linens: __yes __No China Rental: __yes __No Soft Bar: __yes __No Skirting: __Yes __No Bartenders: __Yes __No, # Required: ____

Catering Terms And Conditions

1. All prices are based per person and subject to Tax and Service Charge.
2. A \$500.00 Deposit is required to secure date. Cancellations 120 days prior to event will forfeit 50% of deposit. Cancellation within 120 days of event will forfeit full deposit. Final payment due date of event.
3. Final numbers are required 10 days prior to event. Total costs will be calculated based on this number.
4. All prices include linens for buffet and disposable plates and flatware. If a client wishes to use china a \$1.50 per guest charge will apply for rental
5. Buffet Service for Weddings and other catered events last for up to three and one half hours from the start of the function.
6. The Silver Palm Catering Company does not sell alcoholic beverages. If a client wishes to provide their own they may do so. The Silver Palm can provide bartenders and assist in bar set up. By signing this contract you are releasing The Silver Palm from any liabilities, claims, demands, loss or action for personal injury or death to any person or persons who consume alcoholic beverages at an event catered by The Silver Palm Catering Company.

Agreement of Charges

The price of \$ _____ Per Person will be Charged for the chosen menu selection . The final charge will be for the guaranteed number or the confirmed guest count, whichever is greater.

Clients Signature: _____ Date: _____ Caterers Signature: _____ Date: _____