

## **Terms & Conditions**

Required deposit of \$500.00 is due to reserve your date. If cancelled after date of signed contract, no dollar amount will be refunded to the client. Full payment is due on or before (one weeks prior to event).

**A. Food** - All food items must be supplied and prepared by Minute Events Catering. Outside food will not be permitted. Your entrée selection and all other arrangements must comply with the rules and regulations of Minute Events Catering. These menus are suggested for your consideration, but if you prefer, our catering department will be pleased to tailor a menu for your specific needs. Service charge and tax are not included in any prices unless specifically noted in the Banquet Event Order.

**B. Beverages** - It is our policy as well as the law that all liquor, wine and beer must be served by the licensed bartender. We consider it our responsibility to enforce the legal drinking laws of the state. For your safety and for the safety of others. No alcoholic may be removed or consumed outside of the facility.

**C. Food Guarantees** – Minute Events Catering must be notified of the exact number of meals to be served by noon, seven (7) days before each scheduled event so that food & beverage may be ordered appropriately. Changes in the menu cannot be made less than (7) days before each scheduled event. If the final guarantee count falls below the estimated guarantee number of guests indicated in the original signed contract within 7 days prior to the scheduled event date, the client will be billed and is responsible to pay for the specified estimated number of guests indicated in the original signed contract. Minute Events Catering will be prepared to serve up to 5% above the guaranteed count. Should the Client fail to communicate the final guarantee count as indicated above, the client will be billed the expected number of attendees as indicated in the original contract.

**D. Contract Timing** - Please note that pricing is valid only as specified on the signed agreement.

**Event Timing** - Timing is very important, to both the client and to Minute Events Catering. The time you indicate on the contract for your function is the timetable you expect Minute Events Catering to meet. Proper food preparation and service require exact timing and planning to get the food to the customer at the peak of its flavor and eye appeal. Plan your function so that your guests are seated and ready to be served at the time indicated on the contract. The Client agrees to begin its function promptly at the scheduled time, its attendees or invitees agree to vacate the designated function space at the closing hour indicated.

**E. Children** - All children under the age of eighteen (18) must be accompanied by an adult at all times.

**F. Performance** - The performance by either party of any or all of its obligations under this agreement is subject to acts of God, war, government, regulations, disaster, strikes, civil disorder, and curtailment of transportation facilities, terrorism, or other emergency making it illegal, inadvisable, or impossible to hold an event or travel.

**G.** Upon execution of this agreement, the Client shall provide payment payable to Minute Events Catering; the deposit amount required to hold and guarantee the function. SAID DEPOSIT SHALL BE NON-REFUNDABLE. Any changes made by the Client after the execution of this agreement shall not be binding on Minute Events Catering unless the Client shall pay the Minute Events Catering in full any amount and tax owed for such changes. The Client shall pay the balance of the total amount owed under this agreement based on the "guaranteed count" at least fourteen (14) days before the function date. Additional charges for attendees over and above the guaranteed count less than 3 days before the function date are payable upon request. All payments shall be in cash, credit card, personal check or certified check.

**H. Cancellation:** The client must cancel 90 days prior to the event date in order to receive 50% of the initial deposit. If cancelled within the 90 days, no refund will apply. In case of cancellation, the Client shall be held liable for all losses sustained by Minute Event Catering. In case of breach of this agreement by the Client, Minute Events Catering reserves the right to cancel this agreement without notice and without liability to the Client. Client agrees to cover all costs including court and attorney fees.

**I. Taxes** - The applicable state sales tax will be added to the account. State tax regulation requires tax on service charge. Tax exempt organizations must provide Minute Events Catering with a Maryland State Tax Exempt Certificate no later than fourteen (14) days before the event.

**J. Tastings** – Minute Events Catering will be more than happy to provide tastings. Tastings will be a \$25.00 per person charge. Tastings are based upon availability. This agreement constitutes the entire agreement between the Client and Minute Events Catering. This agreement shall not be amended, waived, or changed, in whole or in part, except by a written agreement signed by both parties. The invalidity, in whole or in part, of any provision of this agreement shall not affect the validity or enforceability of any other provision of this agreement. By signing below the Client acknowledges receiving a copy of this agreement and agrees to abide by the provisions contained herein.

**Client Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Minute Events Catering:** \_\_\_\_\_ **Date:** \_\_\_\_\_