

The Alder SmokeHouse - Catering Contract

This contract is between The Alder SmokeHouse and the party, group, or organization named on the face of this contract, herein, known as the client.

CHARGES:

The Alder SmokeHouse requires a \$250.00 non-refundable deposit to reserve your event. Fifty percent (50%) of the balance is due two weeks prior to your event. The balance is due at the conclusion of the event.

An 18% gratuity will be added to all full service catering services. Gratuity does not apply to delivery option.

The client agrees to pay at the agreed per guest price, for any additional guests over the guarantee.

GUEST COUNT GUARANTEE:

The client shall guarantee the number of persons listed on this contract.

Guest count **increases** are due seven (7) business days in advance of the event. If the increase is substantial (more than 10%) additional charges may apply.

The Alder SmokeHouse – Catering will ensure the correct amount of food is prepared for each group size. However, in no case, are we required to have extra food for numbers higher than the guarantee given.

CANCELLATION:

The client understands that as the event date nears, The Alder SmokeHouse – Catering has hired event staff, purchased foods and beverages, and contracted kitchen labor. Accordingly, the client will be responsible for costs incurred if the **event is cancelled within 15 days of the event.**

Deposits required:

Two hundred and fifty dollars \$250.00 required to book your event and Fifty Percent (50%) due two weeks prior to the event. Credit Card Number and Exp. Date OR Check number being mailed:

PLEASE email THE SIGNED CONTRACT BACK TO: thealdersmokehousecatering@gmail.com, or MAIL TO: THE ALDER SMOKEHOUSE CATERING, 1055 VIRGINIA AVE., NORTH BEND, OR, 97459. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT CHRISTIE AT 541-756-9599.

Client's Signature: _____ **Date Signed:** _____

Name printed: _____

Guest count guarantee: _____

Phone number: _____

DATE OF EVENT: _____

Time of Event: _____

Location and Address of Event: _____

Menu Selected: _____

Additional information: _____
