



## The Berwick Catering Contract – Greek Orthodox Church

Please accept reservation of the undersigned for \_\_\_\_\_ persons who will attend a private party to be catered by The Berwick at the **Greek Orthodox Church** on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ from \_\_\_\_\_ o'clock \_\_m until \_\_\_\_\_ o'clock \_\_\_\_m. This contract is by and between the The Berwick and the Contractee (hereinafter client). All reservations and agreements are subject to the rules and regulations of the **Greek Orthodox Church** in conjunction with The Berwick .

### PAYMENT

A deposit is required at the time of signing your contract, which will be deducted from the final bill. A non-refundable payment of 50% of the event total is due 7 days prior to your event based on the estimated count at that time. Unless previous credit arrangements have been approved, the balance of the event total is to be paid 2 days prior to the event; based on the confirmed guarantee given 48 hours in advance. Any other balances (i.e. beverages, count increases, etc..) must be paid in-full immediately following the event.

### DEPOSIT

Payment from the undersigned, payable to the order of the Berwick Manor in the sum of \$\_\_\_\_\_ is herewith tendered and shall be applied as a down payment toward the total cost of the function. This deposit will be deducted from the event's final bill. Deposits are refundable up to 180 days prior ( \_\_\_\_\_ ) to your event. **Payments must be made with cash, certified bank check and/or credit card. We cannot accept personal checks.**

Payment Method: Certified Check # \_\_\_\_\_ Cash Credit Card

### GUARENTEES

The number of guests stated in the contract is subject to adjustment by the client until 48 hours prior to the day of the event. If the client does not notify the Berwick Manor at least 48 hours prior to the day of the event, payment for at least the number of persons specified on client's contract will be required.

### MENU

An agreed upon menu for the event is to be supplied to Berwick Manor at least 2 weeks prior to the function. Total food and beverage cost for the aforementioned is \$\_\_\_\_\_. Food & beverage for children ages 4-11 are discounted 40%. **\*\*There is a \$24.50 charge per Berwick staff member and \$28.50 charge per Berwick Captain, per hour for a minimum of four hours for all parties. There is also a \$24.50 charge per Berwick kitchen staff member.** Due to fluctuating meat and produce prices, Berwick Manor reserves the right to increases prices in the event of the food cost changing dramatically. If this situation arises, Berwick Manor is willing to offer a substitute item to keep the price the same. Basic food price will be guaranteed four weeks ahead of the event. **\*\*\*No carry-out containers will be provided for buffet meals unless the attendance is below the guaranteed count. The Berwick will provide food to the Contractee for those guests who do not attend. The Berwick is not responsible for any food borne illnesses resulting from any food products not being provided by The Berwick.**

The undersigned client is responsible for any damage to the facility occurring during the function. In order for the Berwick Manor to satisfy its guests, no event will be permitted to exceed the time specified without prior written agreement. If the time is exceeded, a fee of \$200.00 per hour will be charged.

### FACILITY FEE

**All costs are subject to a Facility Fee to be paid to the Greek Orthodox Church**

Friday: 20% with a \$750 Minimum  
Saturday: May-October: 20% with a \$1,800 Minimum November-April: 20% with a \$1,500 Minimum  
Sunday: 20% with a \$500 Minimum

**We request the Facility Fee be paid by cashier's check (payable to the Greek Orthodox Church) or credit card along with the final payment.**

**For events of 199 guests or less**, The Berwick will charge a \$200 setup fee. **For events of 200 guests or more**, The Berwick will charge a \$300 setup fee. The setup fee will be based on customer's final guest count given 48 hours in advance.

### THE BERWICK

Representative \_\_\_\_\_  
Job Title \_\_\_\_\_  
Date \_\_\_\_\_

### CLIENT (CONTRACTEE)

Event \_\_\_\_\_  
Contact \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_