



# The Berwick Catering Contract

To officially book your event, you will need to sign and submit this contract document. A deposit is also required at time of booking, that amount is dependent upon the size of the event.

Please accept reservation of the undersigned for \_\_\_\_\_ persons who will attend a private party to be catered by The Berwick at the \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ from \_\_\_\_\_ o'clock \_\_m until \_\_\_\_\_ o'clock \_\_m. This contract is by and between The Berwick and the Contractee (hereinafter client). All reservations and agreements are subject to the rules and regulations of \_\_\_\_\_ 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 in the sum of \$\_\_\_\_\_ is herewith tendered and shall be applied as a down payment toward the total cost of the event. 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

### Guarantees

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 at least 48 hours prior to the day of the event, at minimum payment for the most recent count received or the number of persons specified on client's contract will be required.

### Menu & Staff

An agreed upon menu for the event is to be supplied to The Berwick at least 2 weeks prior to the function. Total food and beverage cost for the aforementioned is estimated to be \$\_\_\_\_\_. Food & beverage for children ages 4-11 are discounted 40%. **There is a \$22.50 charge per Berwick staff member and \$25.50 charge per Berwick Captain, per hour for a minimum of four hours for all events. There is also a \$20.50 charge per hour per Berwick kitchen staff member. All costs are subject to a 25% service charge, unless otherwise indicated on the menu.** Due to fluctuating meat and produce prices, The Berwick reserves the right to increase prices in the event of the food cost changing dramatically. If this situation arises, The Berwick 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 lower than the guaranteed count. The Berwick will provide food to the Client 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 event. For The Berwick 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.

### The Berwick

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

### Client (Contractee)

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