



for all your catering needs

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This document is in place to contract services between All-Ways Catering, LLC (All-Ways Catering) and \_\_\_\_\_ (Customer) for invoice number \_\_\_\_\_. The services outlined herein are for the benefit of both parties, detailing menu, price, scope of work and additional services, if needed.

**Customer/Event Information:**

Date of Event \_\_\_\_\_

Customer Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Additional Contact Person \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Venue Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**Scope of Work:**

Menu - Outlined on invoice # \_\_\_\_\_

Service fee (minimum of 20% or \$200, whichever is greater. Certain venues, due to layout and workout may incur an additional percentage due to staff and equipment needed to fulfill our stope of work) includes the monitoring and replenishing of the food buffet and/or beverage station until the beginning of breaking down equipment to remove from the premises. Service will continue until all guests have been served and for up to one half hour after, at which time All-Ways Catering will begin removing their equipment for departure. Upon completion of equipment removal, all remaining menu items purchased by Customer will be consolidated and left or removed, according to Customer’s request. During the time of equipment removal, All-Ways Catering employees on site will assist in removal of dirty dishes and place them in trash receptacles (for disposables only) or the stacking of dishes (rentals only). Trash will remain on premises unless otherwise requested by Customer or the venue. Trash removal is not a part of the standard scope of work of All-Ways Catering, and service to do so is \$100. The removal of linens, flatware, stemware, or any other rentals, not the property of All-Ways Catering, is not the responsibility of All-Ways Catering, the request to clean, remove, or stack said items may be requested, but All-Ways Catering is not liable for any damages to said times, should Customer request service of them.

Should cake cutting services be needed, the charge to do so is \$75. Cake plates, forks, and napkins can be provided by All-Ways Catering, the cost is \$.20/person. If return service to pick up equipment (linens, dishes, serving equipment) is required the cost to do so is a one time charge of \$75.

**Payment**

In order to secure the date and services of All-Ways Catering, a non-refundable down payment of 20% is due upon booking of services and signing of this contract. Incremental payments may be made by the customer at their choosing, but are not required to maintain this contract. The final balance of any services rendered is due at the time of event (for weddings or larger events we recommend making the final payment the week of, or the day before, to avoid any interruptions to your event). Check, cashier’s check, or credit/debit card are the only acceptable forms of payment. A 3% charge for use of credit or debit card will be added to all payments.

A late payment fee of 5% will be added for payments not received at the time of services rendered unless otherwise arranged by Customer and All-Ways Catering. Late payment will increase to 10% after 7 days.

Customer signature \_\_\_\_\_ Date \_\_\_\_\_

All-Ways Catering signature \_\_\_\_\_ Date \_\_\_\_\_