



865-806-3478  
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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 \_\_\_\_\_

Customer Initial \_\_\_\_\_

**Scope of Work:**

1. Menu - Outlined on invoice # \_\_\_\_\_ and attached hereto, to include pricing.
2. Standard service fee - minimum of 25% or \$250, whichever is greater. Certain venues, due to layout and work required, may incur an additional percentage due to staff and equipment needed to fulfill our scope of work. The service fee 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. Window of service time on site is for three hours from set up to departure. If more time on site is needed or requested, Customer may make this request with the understanding that additional charges will be applied. If service time should run over due to the prolonged duration of the event an additional fee of 5% per hour will be added and submitted to Customer for payment. Due to long travel times to some venues, on site service time may be shortened or the cost of service will be increased. All such changes will be noted and submitted by All-Ways Catering before the submission of the final invoice.

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 made, but All-Ways Catering is not liable for any damages to said items, should Customer request service of them.

Should cake cutting services be needed, the charge to do so is \$100. Cake plates, forks, and napkins can be provided by All-Ways Catering, the cost is \$.50/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.

Should any services (plated meals, extra service time, service staff, bartending, etc) not specifically mentioned above be needed, they need to be submitted by Customer, to All-Ways Catering no less than one month prior to the event to ensure our services, or to obtain a referral should All-Ways Catering not be able to complete said request. Any additional requests are not guaranteed by All-Ways Catering and may be subject to an additional charge if All-Ways Catering is able to contract to additional services.

3. Equipment - should on site services be contracted between Customer and All-Ways Catering, equipment rentals including appropriate chafing stands and fuels, serving utensils, cake cutting equipment (non decorative; for use by All-Ways Catering staff), beverage dispensers (should beverages be purchased from All-Ways Catering) appropriate for the type of beverages purchased. Additional and/or specialized equipment may be made available at the advanced request of Customer. Such a request must be made and approved or rejected via email. All-Ways Catering cannot guarantee the securing of any additional or specialized equipment. Any additional or specialized equipment will incur an additional charge and will be

Customer Initial \_\_\_\_\_

submitted via email and/or invoice. As mentioned above, if return service is needed to regain any equipment, a one time fee of \$75 will be applied. If Customer wishes to return equipment to All-Ways Catering, the request to do so may be made, but agreement to do so is not guaranteed.

**Payment**

In order to secure the menu and specified date of services of All-Ways Catering, a NON-REFUNDABLE deposit of 20% is due upon booking of services and signing of this contract, as well as a credit card number, which will be used to secure any outstanding payments, as well as any additional charges incurred by extended service, additional requests, damaged or lost property or any other changes to this contract according to the invoice number outlined herein. This contract secures the services of All-Ways Catering for the date specified. If the date of the event changes, a new contract must be signed. 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; we do not accept cash as payment for contracted events. A 3% surcharge for use of credit or debit card will be added to all such payments.

A late payment fee of 5% of the balance will be added for payments not received at the time of services rendered unless otherwise arranged by Customer and All-Ways Catering. Late payment rate will increase to 10% after 7 days. If payment has still not been received after 10 days, the credit/debit card on file will be charged for the remaining balance plus 15%.

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

AWC signature \_\_\_\_\_ Date \_\_\_\_\_

Customer Initial \_\_\_\_\_