

G R E A T S O U T H E R N
CATERING & EVENTS

Catering Service

Today's Date: ____/____/____

Below is an agreement between Great Southern Catering & Events and:

Client Name

Client Signature

CONTACT INFORMATION

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Secondary Contact: _____ Phone: _____

EVENT INFORMATION

Date of Event: _____ Location: _____

Start Time: _____ End Time: _____ Guest Count: _____

BOOKING/CANCELLATION

A 50% deposit is required to hold your date. Deposits will be processed at date of submission and applied to the balance of the event. Deposits may be made in the form of check, credit card or money order.

Deposit less a \$100 administration fee will be refunded if canceled prior to (60) days before event date, after which deposit will be forfeited.

PAYMENT

Full payment is due (7) days prior to the day of the event. In the event the representative cannot be found, the credit card on file will be billed. Billing for services secured from an outside contractor on the client's behalf may be billed directly. All outside services billed through Great Southern Events will be subject to a 20% handling charge. Any remaining balance such as extended labor hours or client damage to catering property will be charged to the credit card on file. Bills not paid within the 30 days of the completed event are deemed overdue and will be assessed at a 1.5% interest charge, equivalent to 18% annually.

OFF-PREMISES CATERING MINIMUM

Off-premise catering is available in private homes, clubs or any venue that accepts outside caterers. There is a \$1,000 minimum, exclusive of all tax and service charge is required for off-premise catering. A \$75 fee will apply to off premise deliveries and a \$75 chef fee for each chef-attended station needed.

SERVICE

Service fee of 22% (of food & beverage total) is applied to all catering services. A \$150 break-down fee is applied to break-down event if necessary. In the event the break down last longer than two hours after the event, an additional \$75 fee to cover labor will apply.

GUEST COUNT GUARANTEE

Food, beverage and any additional item charges will be calculated based on the Client's final guarantee. Final guest counts are due no later than one week before the date of the event. If no final guest count is received, the number from the most recent proposal will be used. We will make every effort to accommodate any last minute increases in the guest count.

MISCELLANEOUS

The Client assumes responsibility for any and all damages caused by any guest, invitee, or any other person invited to the event.

This contract is contingent upon the absence of accidents or any other causes beyond the control of the Caterer. The Caterer also reserves the right to make reasonable substitutions if the Caterer is unable to secure specific items.

The client agrees to begin the event promptly at the scheduled time and vacate the premises at the time agreed upon whether the indicated herein or with the individuals facility's director/owner. The client further agrees to reimburse the Caterer for any overtime wages, payments, or other expenses incurred by the Caterer because of the Client's failure to comply with these regulations.

Bar Service: Bar service must be provided by Great Southern Catering & Events when hired for catering in the event there is a need for said service.

Upon review and acceptance of the proposal and our catering policies, please sign below and return this document with your deposit.

Client

Date

Date of event

Great Southern Catering & Events

To pay deposit by credit card and secure reservation:

Type: (please circle) AMEX, VISA, MC, Discover

Name on Card: _____

Account: _____

Expiration Date: _____

Make checks payable to *Great Southern Restaurants* and mail to:

Fish House

Attn: Events Department

600 Barracks Street

Pensacola, Florida 32502



PALAFOX HOUSE
PENSACOLA, FLORIDA

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