

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

## **BOOKING/CANCELLATION**

A 50% deposit (or \$1000 if menu selection hasn't started) 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. *(7.5% tax applies)*

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 two weeks 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.

## **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 charges is required for off-premise catering.

## **ADDITIONAL SERVICE FEES**

Please keep in mind, in addition to your menu costs, there may be additional service fees (delivery, servers, etc.) These fees will be itemized on your customized quote.

## **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 two weeks 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 individual's 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.

The client must provide adequate lighting and space for event staff to prepare if catering for an outside event.

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**Catering Service Contract**

**CONTACT INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**EVENT INFORMATION**

Date of Event: \_\_\_\_\_ Location: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Guest Count: \_\_\_\_\_

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

\_\_\_\_\_  
*Client Signature*

\_\_\_\_\_  
*Date Contract Signed*

**To pay deposit by credit card and secure reservation:**

Type: (please circle OR highlight) 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