

Catering Contract

A Touch of Soul Catering

Cell: (951) 239-6450

Contract Date

Requestor Name

Total Amount

Name of Organization

Retainer

Billing Name

Dep Amount

Billing Address

Due By

Contact Phone Number

Balance due 2 weeks prior to event

Estimated Number of Guests

Balance

Date of Event

**Final Guarantee of Guests

Serving Time

Day of Event

Event Location

Event will be (Check one)

Breakfast

Lunch

Dinner

*Additional Fees Required

Menu

Main Course
(Meats)

Sides / Salad Dressing

Additional
Notes

Tables

Requestor Will Provide

Touch of Soul Catering

Chairs	Requestor Will Provide	Touch of Soul Catering
Tablecloths	Requestor Will Provide	Touch of Soul Catering
Color & Linen		
Cloth	Requestor Will Provide	Touch of Soul Catering
Price \$		

Requestor Signature: _____

Touch of Soul Catering Signature: _____

Please make checks or purchase orders payable to Allison Washington. A 50% deposit is required 1 1/2 months prior to the day of the event, unless other agreed arrangements are made. the remaining balance is due 2 weeks prior to the event.

Cancellations must occur 10 business days prior to the date of the event, however, additional fees may apply.

Final count and any changes, additions, or modifications must be done within 10 business days prior to the event.

All food that is left at the end of service will be put into disposable pans and left at serving site. A Touch of Soul Catering will clean up site before leaving. Everything agreed upon is final, unless authorized otherwise.

* A non-refundable deposit of \$250.00 is required in order to Save the Date.