Pamelas Catering, INC

Catering Agreement

This agreement is made this_____ day of _____, 2026___ between

Pamelas Catering, Inc. and _____ ("Customer")

Date of Event: _____

Type of Event: _____

Location:_____

_____zip code _____

Serving Time: _____Number of Guest _____

Will You Need wait staff   __Y/N_____Bar tender __Y/N_____
Grill Person   ___Y/N_____

Menu Style: Plated _____   Buffet _____

Clients Contact Information:

Name: _____

Address: _____

Home Phone: _____Fax: _____E-Mail:_____

Work Phone: _____Cell Phone:_____

Terms and Conditions

Deposit: To reserve Caterer's service for your date, the following deposit is required

_____$100.00 for your location

_____ $200.00 On Site for Pamela's Banquet Hall

_____ $500.00 Deposit for Wedding

Due to Covid , cancellation will be taken under consideration. Both parties can arrange
for a re-scheduled date with-in a reasonable time frame

Pricing: All prices provided by Caterer shall remain in effect for 6 months from the date of the quote.

Payment: At least *one week to ten days* before the date of the event, the caterer will provide Customer with a final bill, which will include a detailed outline of the event, menu choices, head count, equipment rental, and staffing needs. At least seven days before the date of the event, the customer is required to make full payment for all charges. Payment may be made by cash, personal check, money order or Charge.

Delivery Charges:
A delivery fee, of a predetermined amount, will be an addition to the total balance due. This delivery fee will vary, dependant upon the event location.
A pick up charge, a minimum fee of $25.00 will be an addition to the total balance, for customers who <u>do not </u>wish to return any equipment used after the contracted event. This pick up charge will be waived if customer returns items to our location

Rental Charges: Caterer will add a fee for off-site events that require the use of linens, serving pieces, chaffing dishes, etc., as noted on the final bill. **Credit Card Number is required. A fee will be charged to this account if items are not returned with in an agreed time, and returned food free.** *All Chaffing dishes should be placed in gray plastic containers, these containers are meant to hold only chaffing dishes.*
 (This means serving pieces ect. chaffing dishes must be rinsed out and cleaned of left over food.)
 <u>A credit card may be asked for to secure the use of any returnable items.</u>
<u>By using your credit card you are aware there will be a 3.5% service fee for all credit card transactions.</u>

C.C.#_____Expiation Date_____
(Security code on back)_____

Additional Charges:
 The final invoice will include, state sales tax of six percent (6%), (unless customer can provide proof that the group is tax exempt), a state sales tax license is required.
A Service fee of 18% will also be added to the total balance due. This service fee is assessed to offset the price of vender delivery charges, equipment use, food cost and any unforeseen product price increases. (*This may not pertain to all catering events.)*

*Wedding Cakes: We do not charge to cut wedding cake or birthday cakes. This service will be arranged with client. Bringing in an outside cake, client will supply plates silverware and napkins, unless arrangements are made with caterer.

Wait Staff: Caterer can provide professional staffing for off-site events. If requested, the charge for such staff will be noted on the final bill.

Bartenders: Caterer is prohibited, by its licensing and insurance requirements, from providing alcoholic beverages to off-site events. However, Caterer can provide bartender service, available for a minimum of four hours. If requested, the charge for such staff will be noted on the final bill. For catered events the bartenders reserve the right to demand proof of age and to deny service of alcoholic beverages to any person at Caterers discretion. If you are serving Alcohol Beverages and using our BARTENDERS you must supply us with a copy of your insurance rider with a clause to deem (PAMELAS CATERING) NOT LIABLE.

Gratuities: Customer's final bill does not include any gratuity for the wait staff, bartenders, delivery person or other service staff. Naturally, customer is free to pay a gratuity directly to the staff on the day of the event. Caterer requests that the customer not add a gratuity to the final bill.

*Leftovers: Due to existing health laws, the Caterer cannot permit leftovers to be removed from events held at private establishments such as banquet halls. In some cases the caterer will package leftovers from off-site events at customer's request, but customer must supply containers for the leftover food.

If Pamelas Catering is dropping off food to a client's home, we suggest food only to be left out for a limit of *2 hours* this is recommend by the Macomb Count Health Dept. for safe food handling and for good food quality. At which time food should be ***Removed and placed in a refrigerator and cooled to a safe temp of 41*.***

Please initial: _____

Cancellations: All cancellations must be in writing and signed by both customer and caterer in order to be binding

Acknowledgment: Customer represents that she/he has received and understood all the terms and conditions listed above. Customer agrees that any changes to this Agreement must be in writing and signed by both parties in order to be binding.

Consuming Raw Meat: Consuming raw or under cooked meats may increase your risk of food-Born illness. This applies to Hamburgers and steaks cooked to order.

* Charges do not pertain to all events.

Caterer: Pamelas Catering, Inc.

_____
By: Francine P. Salvatore

Customer: _____
Signature:
Print:_____