

## CATERING AGREEMENT

This is a catering agreement {"Agreement"} executed this **20th** day of {month}, {year},

BETWEEN

{Name}  
{Address}  
{Address Continued} {Other Contact Info}, known  
for the purposes of this Agreement as "Client,"

AND

**Class Act Catering**  
**289 Clarkview Circle**  
**Kent, Ohio 44240 330-554-6785** known for the

purposes of this Agreement as "Caterer." Client and

Caterer agree to the following:

### 1. Services

1.1 Caterer agrees to provide services to the Client for {basic description of event}, known as the "Event," taking place on {date}.

1.2 For this Event, Caterer agrees to provide the following: {detailed description of what caterer will provide, such as food, decorations, cutlery, equipment, furniture, personnel, etc.}.

1.3 Client agrees to provide the following: {anything else necessary for the Event that will be the responsibility of the Client, not of the Caterer}.

### 2. Deposit

2.1 Client is required to pay a deposit of {amount in dollars} upon signing this Agreement.

2.2 Deposit {is refundable if Client cancels within two (2) weeks of the event}.

### 3. Payment

3.1 For the above services, Client will pay Caterer a total of **{amount of money, and its basis. This can be a set price for a certain menu, assuming a certain number of guests, or it can be a price per guest attending the event, or any other deal Client and Caterer agree to. Be specific, so that there are no hidden costs}**, including the deposit outlined in Section 1.

3.2 Client may request additional services, with the knowledge that these services will add to the total cost agreed upon by this contract, and must be agreed to in writing, either as an addendum to this Agreement, or in a separate document.

3.3. The balance on the total cost for the Event is due **{Two (2) weeks prior to the event}**.

### 4. Guests

4.1 Client agrees to provide Caterer with the total number of guests no later than **{One (1) week}** before Event.

4.2 Client agrees to break down the guest list into adults and children, and include any food allergies or special dietary requests, if applicable.

### 5. Menu

5.1 Client will **{provide his/her own menu, choose from Caterer's available options, etc.}**.

5.2 Menu must be confirmed by **{One (1) week prior to Event}**, or else Client will be subjected to **{penalty fee amount}**.

5.3 Menu will be fixed, and no changes may be made, **{72 hours before Event}**.

### 6. Cancellation Policy

6.1 Client may cancel this Agreement **{Three (3) weeks prior to the event}**.

6.2 Cancellation occurring **One week** before Event will result in **a loss of 50% of deposit, etc.}**, as outlined in Section 2.

## 7. Arbitration

7.1 Should either party failure to provide or breach this Agreement in any way, the offending party will be liable for any damages.

7.2 Both parties agree to seek a third-party mediator or arbitrator for any disputes that arise as a result of this Agreement.

## 8. Jurisdiction

This Agreement falls under the jurisdiction of the state of **Ohio**, and is therefore subject to all of **Ohio** laws and regulations.

Barbara A. Regets  
Caterer Name  
Signed:

Barbara A Regets  
Caterer Signature

\_\_\_\_\_  
Client Name  
Date:

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

Date: