



STANDARD AGREEMENT FOR CATERING SERVICES

Catering by Victoria is please to confirm the following details for your event:

Event Title: _____

Date of Event: _____

Time of Event: From: _____ To: _____

of Guests: _____

Event Site: _____

Venue Contact: _____ Ph# : _____

Payment Contact: _____ Ph# : _____

Email: _____

Mailing Address: _____

Guarantee Credit Card #: _____ - _____ - _____ - _____

Expiration: ____/____ 3 digit code: _____

Name on Front of Card: _____

Your estimated event charges are as follows:

Food & Beverage: \$ _____

Behind the Scenes: \$ _____

Staffing: \$ _____

Rentals: \$ _____

Taxes (6.1%): \$ _____

Gratuuity/Tip (18%): \$ _____

Total Estimated Event Cost: \$ _____



POLICY AND PROPERTY

Booking Fee: A booking fee is required with delivery of the signed contract. This amount is refundable as proposed below and shall be applied to the final event cost.

Payment Information:

- 50% of the total estimated final event cost is due six (6) months prior to the event date.
- The balance on the estimated event cost is due 30 days prior to the event.
- A final charge will be made to your credit card before the end of the event for any additional charges.

Cancellation Terms: If you must cancel your event, a written request for cancellation must be sent to Catering by Victoria. Upon receipt of such request, the refund shall be based on the following:

- 12 months or longer prior to the Event: 50% of the Booking Fee will be refunded.
- 6-12 months prior to the Event: The Booking Fee is non-refundable.
- Less than 6 months prior to the Event: Entire Booking Fee and one-half (½) of the balance of estimated event cost is due.

Buffet Décor: Decorating must be completed prior to our set-up time (two {2} hours prior to the start of the event). Décor must not interfere with our services or risk contamination of food or drink.

Food: Self-catering or other outside catering, along with our services is not permitted. All menu selections and pricing on food shall be completed sixty (60) days prior to the event. The food contracted for the event shall be served or remain available on the buffet for a time period not to exceed two (2) hours. After such time, all food items shall be removed from the buffet table. For your event, we have been contracted to provide the food at your event. Left-over food removed from the buffet after the two hour window, shall be destroyed, and may not be kept for the client.

Liquor: Catering by Victoria is not responsible for obtaining licenses or permits for sale and service of alcohol during your event. Our bar staff will check id's of persons requesting alcohol, but is not responsible for monitoring consumption by other persons once delivery is made. Catering by Victoria is not responsible for any acts or omissions of your guests as a consequence of consumption of alcohol at your event.

The following terms apply to the service of alcohol:

- Alcohol served at any event is the responsibility of the Client.
- We will refuse serving anyone that cannot show proper identification (photo ID) showing he/she is 21 years of age or older.
- We may refuse to serve, on our sole judgment, anyone that we judge to be unruly or intoxicated.
- Last call will be given thirty (30) minutes prior to the closing of the event.
- Beer and wine is sold by the bottle or can only.

Guaranteed Guest Count and Capacity: The number of guests is due to Catering by Victoria 3 weeks prior to the event. Your guaranteed guest count is the minimum number that you will be charged.



Fire and Occupancy Codes: Fire and occupancy codes pertain and shall be strictly adhered to. The Client understands that if the guaranteed guest count is higher than the permitted occupancy, the Client shall reduce the number of guests.

Pets/Animals: Pets and/or animals are not allowed at the event without the approval of Catering by Victoria. Guide dogs are permitted.

Drugs/Weapons: No illegal drugs, controlled substances, or weapons of any kind allowed in the event. No lewd or disorderly conduct permitted.

Damages: It is understood and agreed that any damages to the venue property by a guest, vendor or supplier will be the responsibility of the Client. It is agreed that the Client is responsible for any damages incurred during the event, which were the direct result of careless or negligent willful acts on the part of the guests, vendors or suppliers. Any damages by Client's guests to the property or equipment of Catering by Victoria, including loss or breakage of equipment, glassware, linen, furnishings, decorations, extra cleanup, etc. will be charged on the final bill to the credit card on file.

Other Important Notes:

- Any deviation from the contracted event must be in writing and must be approved by Catering by Victoria.
- Catering by Victoria is not responsible for lost or stolen property.
- Catering by Victoria does not recommend any specific vendors or suppliers and has not entered into any special agreements with any vendors or suppliers. The Client accepts responsibility for their vendors' or suppliers' activities and services and understands that Catering by Victoria is not responsible for accidents or negligence caused by Client's vendors or suppliers.

Due Diligence: Neither party shall be liable for failure to perform its obligations under this agreement if prevented from doing so by cause(s) beyond either party's control, specifically, acts of nature, war, civil disorder, restrictions of government, disaster, strikes or work stoppages, curtailment or interruption of transportation facilities and/or service, or any other cause(s) which either party could not have prevented or controlled with due diligence.

Resolving Disputes: If there is any disputes between the Client and Catering by Victoria arising out of this contract, the parties agree that the issues shall be resolved by mediation rather than litigation. The mediation must be held in Windsor, Colorado and shall be initiated by the client sending Catering by Victoria a request for mediation. When mediation is scheduled, the parties must each deposit with the mediator their respective shares of the estimated costs. The parties agree to conduct themselves in good faith during mediation in order to arrive at an agreement resolving any dispute.

_____	_____	Deposit: \$_____	Ch#_____
Client Signature	Date		

_____	_____	Copy to Client: y / n
Catering by Victoria	Date	