

A LIVELY CHEF CATERING EVENT BOOKING CONTRACT

208.389.9600 | email@alivelychef.com | www.alivelychef.com | 200 E 37th Street Ste #8 Garden City, ID 83714
*This Contract PLUS Deposit WILL Secure the Date for The Event - This Ensures You are Protected for the Services You Paid For.

Client Name(s) _____ / _____

Customer Phone #'s: _____ Phone #: _____

Email: _____

Client's Mailing Address: _____

Other Contact Person: _____ Phone #: _____

Event Date: _____ Type of Event: _____ Est # of Guest: _____

Location: _____ Address: _____

Venue Contact: _____ Phone #: _____

Venue Access Time: _____ Catering Start Time: _____ Catering End Time: _____

NON-REFUNDABLE BOOKING DEPOSIT

A Lively Chef requires a **10% non-refundable booking deposit** to reserve this date upon the agreement of the menu and a bid. Please note **your date is not booked until a signed contract and deposit are received.** Contracts under \$5,000.00 will require a \$500.00 non-refundable deposit. The booking deposit is subject to the 3.99% credit card fee. If the event is canceled, the deposit will be kept by ALCC for a future booking. Coordinators working with clients will turn the relationship over to the event planning and catering company to ensure accuracy of final headcount, menu selection and payment when due.

Initial _____

LEFT OVER FOOD

Please be aware if your venue does not have a **refrigerator onsite**, we will be unable to give you any leftover food. A cooler is not sufficient. In all cases, giving our clients any leftover food is up to the discretion of our trained staff to ensure we can meet the Health Departments requirements and protect our customer's health. Additionally, **you must provide your own containers** (a box of gallon bags works great). If you do not provide containers, we will be unable to give you any leftover food. If the food has sat out past the designated "safe time" our staff will refuse to provide the leftovers due to health department regulations.

Your health is our top priority!

Initial _____

ADDITIONALLY

Other food BESIDES ALCC can be allowed at event; however, *this must be discussed with A Lively Chef and Client*. If food is brought in from another vendor or guest after approval between the client and ALCC, ALCC cannot serve or station the food. Wedding cakes and other desserts are acceptable. ALCC does not provide cake cutting service for homemade cakes.

Initial _____

ADDITIONAL FEES

If A Lively Chef personnel must work outside of the agreed upon times, the following charges will occur \$50/hour/staff. Client is responsible for the replacement costs of any damaged ALCC equipment or rental replacement costs, if done so by their party.

Initial _____

CANCELLATION POLICY

If the event listed is cancelled for any reason or change of date after the deposit has been paid to A Lively Chef Catering, the full amount will be retained by ALCC as credit to be used toward a future event with no expiration date.

Initial _____

PAYMENT TERMS AND CONDITIONS

Final head count, menu and full payment is due no later than 14 business days prior to your event date by check. We accept cards with a 3.99% fee. If payment is made after the 14 business-day deadline, then payment must be paid with credit card or money order or the reservation may be canceled. All credit/debit card transactions are subject to a 3.99% fee. You are welcome to make partial payments throughout the year. Refunds will not be issued if you paid in full and guest numbers go down. All sales are final. As we do not bill for gratuities, if you choose to tip the event staff, please provide payment directly in the form of cash or check to the event manager onsite.

Please reference your invoice. Final invoice price will vary based on the final head count, adjusted rental orders, menu selection, market pricing or added services if requested by the client before the event.

Initial _____

By signing below, I acknowledge I have read and understand the payment terms and conditioned outlined above.

Client

Date



Thank you for choosing A Lively Chef Catering! We look forward to serving you!