

Deposit and Cancellation Policy – Drop-Off's

BOOKING POLICY

- *No order will be booked and the date reserved without a signed contact and pre-payment if required.
- *All orders must be placed and a signed contract received no later than 3:00 P.M, two business days prior to the event. **Final guest counts and final menu revision changes are due no later than two (2) days out.**
- * There will be an administrative fee applied to each event change inside of 2 days
- *All personal events are required to be pre-paid 10 days prior to the event. If the event date of a personal event is less than 10 days away, the order must be pre paid **PRIOR** to being booked.
- *All Pickup orders (Corporate or Personal) must be pre-paid (10) Ten days prior to the event. If the event date is less than 10 days away, the order must be pre-paid **PRIOR** to being booked.

CANCELLATION

Our Cancellation Policy is as follows:

- *A \$50.00 Cancellation Fee will be charged to Companies canceling two (2) days out (48 to 24 hours).
- *Cancellations will be honored for orders one (1) day out (23 to 1 hours), **however, the client will be responsible for payment of the entire order.**
- ***All cancellations must be received in writing.**

*I have read the deposit policy and cancellation policy. **I understand that my event will not be "booked" and the date reserved until Chef's Catering has received the signed contract and any prepayments that are required.** I have read and understand the terms of this agreement.*

X _____ <i>Signature</i>	_____ <i>date</i>	_____ <i>Invoice number</i>	_____ <i>event date</i>
_____ Print Name			