

## Private Party and Cancellation Policy

### DEPOSITS

A \$\_\_\_\_\_ **Non-Refundable "BOOKING" deposit** and signed contract must be received before your event will be considered "Booked" and the date reserved. **However**, if your event date is within Four (4) months or less, your 1<sup>st</sup> deposit will be due 10 days after we have received your \$\_\_\_\_\_ Booking deposit and signed contract

**FIRST DEPOSIT:** (5) **Five months** prior to your event, 50% of your estimated balance will be due.  
*The approximate due date is the 1<sup>st</sup> day of \_\_\_\_\_, 200\_\_.*

**SECOND DEPOSIT:**(2) **Two months** prior to your event, 75% of your estimated balance will be due.  
*The approximate due date is the 1<sup>st</sup> day of \_\_\_\_\_, 200\_\_.*

**THIRD DEPOSIT:** (10) **Ten days** prior to your event, 100% of your estimated balance will be due. At this time your final guest count is due. Any changes made after this time are not guaranteed and will result in an administrative fee being assessed.  
*The due date of your 3<sup>rd</sup> Deposit is \_\_\_\_\_, 200\_\_.*

*\*\*Any changes in your order, including changes in service hours, will be made to your final invoice that will be presented to you at the end of your event..*

### CANCELLATION

**All cancellations must be received in writing.**

Cancellations received via Facsimiles:  
date and time acknowledgement is the client's responsibility. Please call to be sure the fax was received.

Cancellations Received:  
Four to Five months prior to your event: 75% of your REQUIRED deposit will be refunded.  
Two to Four months prior to your event: 50% of your REQUIRED deposit will be refunded.  
Cancellations received less than Two months prior to your event will forfeit the entire REQUIRED Deposit

*I have read the deposit and cancellation policy. I understand and agree that I am responsible for remitting deposit payments according to the policy and that if my deposit(s) are not received by the due date(s) my event may be subject to cancellation. I have read and understand the terms of this agreement and I am aware that forfeited deposits may not be used at a later date towards another event. I understand that Chef's Catering. is not responsible for any food item taken off premise to be consumed at a later time by either my guests or myself after the event. I agree with the terms and conditions of this contract. I concur with the deposit policies and will follow through with them as such. Please confirm my event with Chef's Catering. My booking deposit is enclosed and my first deposit will be remitted within 10 days. I understand that **Final Event Details are due (15) fifteen days prior to the event and the Final Guest Count is due (10) Ten days prior to the event** and that late changes are not guaranteed and will result in an administrative fee being assessed. Chef's Catering reserves the right to change policy.*

<input checked="" type="checkbox"/>			
_____	_____	_____	_____
<i>Signature</i>	<i>date</i>	<i>Invoice number</i>	<i>event date</i>
_____			
<i>Print Name</i>			