



Catering Agreement

EVENT INFORMATION:

NAME: _____

PHONE: _____

EMAIL: _____

EVENT
DATE: _____

SERVE
TIME: _____

ESTIMATED NUMBER OF GUESTS: _____

EVENT LOCATION &
ADDRESS: _____

OUR DESSERT TRUCK: Customer is responsible for providing adequate parking to accommodate our truck. This means there will be a dedicated private parking space. Our truck is 23 feet long, and requires a clearance of 12 feet and a flat, stable surface. We will need adequate room to maneuver in and out of the location. Please be aware that some locations may be inaccessible due to steep roads, driveways or entrances and low hanging trees. Due to exhaust from the fryers the truck needs to be parked in a well ventilated area.

SERVE TIME: Please give us the exact time you want food to be served. Our staff will arrive between 30 minutes to an hour ahead of time to set up. Our standard serve time is 2 hours. If you have a group larger than 200 and will require a longer serving period there will be a fee of \$50 for each additional half hour.

WHAT WE NEED FROM YOU:

1. Tell us where to go. You are responsible for providing a suitable location and any necessary permits. You will need to provide us with direction on where the event will take place and where to set up once at the location. Maps are always appreciated!
2. You will have agreed to a specific time frame and head count prior to the event. If we are able to, we will try to be flexible with extra or late arriving guests. We will not negotiate pricing at the event. You will be charged for extra serve time/ an or extra guests served.

BOOKING AND HEADCOUNTS:

We need two things to book your event

1. A signed catering agreement complete with an estimated number of guests.
2. A non-refundable deposit of 50% of the estimated cost

There is a minimum order amount of \$500.

Our desserts are made fresh for your event. Because we are dealing with perishable food product, it will be important to use to get an accurate head count prior to your event.

At the time your event is scheduled you will need to provide us with your best estimate of the number of guests that will be in attendance. You will have up to 7 days before the event date to adjust that “Estimated Number.” At that time we need to receive your “Final Number.” If we do not receive a final number by you from 7 days prior to the event, we will use the original Estimated Number that you gave us as the Final Number. Once the event is within the 7 day period your Final Number is set and no further changes can be made. At the event we will keep track of the “Actual Number” of guests served. Your balance due will be base on either the Final Number or Actual Number, whichever is greater.

We will prepare enough food for the Final Number you gave us and will likely be able to serve a few extra unexpected guests, but we only agree to being able to serve the Final Number of people given 7 days out.

Unfortunately we will not be able to reduce your invoice based on poor attendance. Please estimate as accurately as possible. If you do happen to over estimate the attendance of your event, your guests can get seconds up to the Final Number agreed upon ahead of time.

BILLING:

We require a non-refundable deposit of 50% based on the Estimated Number and the dessert options chosen. Your event date will not be reserved until we've received your deposit and signed catering agreement. After the event has ended, the remaining balance of either the Actual Number of guests or the Final Number, whichever is greater, is due. Please choose the form of payment you will be using and provide your credit card information if applicable.

PAYMENT TYPE:

- ___ CASH
- ___ CHECK
- ___ CREDIT CARD

Name on Card: _____

Phone: _____ Billing Zip Code: _____

Credit Card Number: _____ Type of Card: _____

Expiration: _____ Security Code: _____

Are you tax exempt? If so please attach the necessary form with your agreement.

___ YES

___ NO

CANCELLATION POLICY

Once the deposit has been received, and the event is scheduled, your deposit is non-refundable. You may cancel at any time up to the event date, but will forfeit your deposit. A decision regarding weather

cancellations must be made no less than 24 hours before the event is to take place. If poor weather interferes with your event, we will work with you to reschedule your event. Rescheduling is subject to our calendar's availability and if a new date cannot be agreed upon by both parties, your deposit will be forfeited. We reserve the right to reschedule your event if the temperature is below 40 degrees Fahrenheit or if there are any snowy conditions.

SIGNATURE

I _____ (PRINT
NAME) agree to the catering agreement above and understand that the deposit will be non-refundable.

X _____ Date: _____