

Sample Contract Form for Catering Services

This **sample contract form** for catering services outlines essential terms including menu selection, pricing, and delivery conditions to ensure clear communication between the caterer and client. It specifies responsibilities, delivery schedules, and any applicable fees related to timely food delivery. Using this contract helps protect both parties and guarantees service expectations are met efficiently.

Catering Services Agreement

This agreement ("Agreement") is made and entered into on this _____ day of _____, 20_____, by and between:

Caterer: _____

Address: _____

Phone: _____

Email: _____

Client: _____

Address: _____

Phone: _____

Email: _____

1. Event Details

- **Event Date:** _____
- **Event Location:** _____
- **Number of Guests:** _____

2. Menu Selection

The Caterer agrees to provide the following menu as agreed upon:

3. Pricing and Payment Terms

The total cost for the catering services will be \$_____.

Deposit: \$_____ due upon signing this agreement.

Balance: \$_____ due on or before _____.

Payment method: _____

4. Delivery Clause

- **Delivery Location:** _____
- **Delivery Date and Time:** _____
- The Caterer shall ensure that all food and beverages are delivered **no later than** the agreed event start time.
- The Client must notify the Caterer at least _____ hours in advance of any delivery time or location changes.
- Additional delivery fee(s) of \$_____ may apply for changes or delays not caused by the Caterer.
- The Caterer is not responsible for delays caused by circumstances beyond their control (e.g., extreme weather, road closures).

5. Cancellations and Refunds

- Cancellations made more than _____ days before the event will receive a _____% refund of payments made, less a \$_____ administrative fee.
- No refunds for cancellations made less than _____ days before the event.

6. Signatures

Caterer Signature:

Client Signature:

Name: _____
Date: _____

Name: _____
Date: _____

This agreement constitutes the full understanding between the parties and supersedes any prior agreements. Both parties agree to the

terms above.