



Catering and Events Contract

The following terms and conditions are established to assist you in arranging your function. These terms and conditions are intended to ensure the highest level of quality in your food & beverage services.

Attendance

Final guest count for an event must be received 5 full working days prior to the event. This count becomes your guaranteed number and is not subject to reduction. If attendance is more than 10% above the guaranteed number, we will make every effort to accommodate your group. However, we cannot guarantee availability of additional items as specified in the original order and will be substituted accordingly.

Late Bookings

We encourage you to reserve and book your date as soon as possible. Dates will not be held or reserved until contract is signed and the non-refundable deposit is made. We reserve the right to refuse events that are requested late or exceed our capacity to provide service.

Payments and Deposit Fee

Billing arrangements for all events must be made in accordance with policies, unless otherwise negotiated. A 25% estimated non-refundable deposit is due at time of booking. An additional 50% deposit is due no less than 1 week prior to event date. Balance payment must be paid prior to service unless otherwise specified and arranged. We accept cash, interac e-transfer, cheques, Visa, MasterCard and American Express. Cheques are made payable to *Dine & Style Fine Catering and Events*. If we receive a payment for services via cheque and 10/28/2015 that payment clears as NSF, you will be responsible for a \$45.00 NSF bank fee which will be added to your invoice.

Cancellations

If the client cancels a contracted event, Dine & Style Fine Catering and Events will retain the deposit/retainer fee as liquidated damages. In some special circumstances, deposits for cancelled events may be held for up to 1 (one) year, to be put towards another catering event booked with Dine & Style Fine Catering and Events. Future events must be booked in the same manner, adhering to a newly signed catering contract.

Unused Food & Beverage

Any leftover food or beverage remains the property of Dine & Style Fine Catering and Events.

Garbage

Garbage disposal is the responsibility of the party host. Where the event is a home-based party, the owner of the home or host of the party will maintain and dispose of all garbage. Catering staff will gather and tie up all garbage bags. Where the venue requires garbage disposal, on site garbage bins must be present for the caterer to dispose of same. Where a homeowner, or hall/venue, does not provide garbage disposal or requires the caterer to remove off-site, garbage, a \$125 disposal fee will be applied for arranging garbage pick-up and removal.

Equipment

We reserve the right to charge for missing or damaged equipment attributed to individuals attending a catered event. Final bill for any damaged or missing equipment will be sent to the organizer/contract holder within 14 days after the event. Payment is due upon receipt.



Load In and Load Out

Load in for an event may only take place in the scheduled times, as provided by your Catering manager, and in relation to your venues specifications. Your Catering Manager will contact your suppliers to discuss these time restrictions. Suppliers arriving prior to the load in time will not be given entry unless the venue has accommodated an earlier timeframe. Where load out must occur on the same evening of the event, rental pick up and removal will have an increased charge. Please ensure all timelines are matched with your appropriate venue. Dine & Style Fine Catering and Events is not responsible for items left behind at the conclusion of an event.

Service Staff

Where Service Staff are requested at the event, a 4 hour minimum guarantee will be quoted. We reserve the right to increase or decrease the number of staff if guaranteed guest count is 10% higher or lower than the number included in this contract. All Service Staff hours are provided on the catering work order at an estimated time (set up, service, clean up or tear down) depending on the catering needs. Where overtime is incurred, the actual hours worked by staff at the event will be reflected on the invoice one (1) day following the event. Payment is due upon receipt. Where staff is necessary for the overall success of the event, including presentation of the food and assistance to the catering team, staff will be non-negotiable for dinner parties greater than 8 people, cocktail parties greater than 20 people and where deemed necessary by the Catering Manager.

Bartender Service

Bartender service is an additional charge, and is billed at a rate of \$25.00 per hour/per staff member. Bartenders must be booked for a minimum of 4 hours, and must be scheduled for entire service time, plus one hour for set up and half hour for cleanup where applicable. We use *Smart Serve* staff only. If you do not use our *Smart Serve* certified bartenders (*decline bar service*) for your function, we shall take no responsibility for the alcohol service or restocking of the bar, ice, cleaning glassware etc. at the event/function. This responsibility falls with the host and their selected bartenders or bar service.

Alcohol

We reserve the right to request identification and/or to refuse service at any event. We reserve the right to close the bar service due to patron interactions. Dine & Style Fine Catering and Events will hold no liability to any damages to guests or event location on or off premises. All Liquor permits and any additional insurance coverage are up to the event organizer and host to purchase and organize and must be obtained and available for perusal at event location.

Tastings

The purpose of the tasting is to show how the menu items that have been chosen for the event will be presented and garnished and give the client an opportunity to provide feedback and request any changes. Tastings can be accommodated for 1 to 6 people. If the client has already contracted the event, there is *no charge* for the tasting and all menu items will reflect your chosen menu. For persons/groups still trying to decide on using our services, a charge of \$30.00 per person for the tasting will apply. The menu will be reflective of our capabilities. Upon booking with a signed contract and deposit, this fee is then deducted from your final invoice. We are always happy to provide references of past and current clients, to reach out to and discuss our services if needed. Please speak to us for more details.

Taxes

All applicable government taxes will be imposed and paid by the client at 13%.

Rentals

Rentals must be finalized 1 week prior to your event. Dine & Style Fine Catering and Events will make every effort to accommodate last minute changes, but this is not a guarantee.

Dine & Style Fine Catering & Events
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Cancellation by Acts of God and/or Failure to Provide Service

Dine & Style Fine Catering and Events shall have no responsibility or liability for failure to supply any services when prevented from doing so by strikes, accidents, power failure, Acts of God (i.e. flood, fire, etc.), or any other cause beyond the Caterer's control.

Event Location

The client assumes all responsibility for any damages/theft to property rented to the client that may be caused by patrons, members, guests, or invitees. Rental of location is the sole responsibility of the client and it is recommended that client confirm with location that all necessary equipment/rooms are included.

Landmark Fee

Please note that in the event your chosen venue requests a catering *Landmark Fee*, you will be charged a landmark commission fee (based on the individual venues percentage, i.e. 15%, 7.5% etc.) on food, beverage and event staff as per the venues contract.

Pricing Guarantee

Dine & Style Fine Catering and Events can only guarantee pricing for events for up to one year from date of signed contract. We reserve the right to substitute items that become available in the open market or that exceed reasonable market costs. We will contact the client for approval if time allows.

This agreement coincides with the CATERING ORDER INVOICE which outlines the type of food, timeline, and equipment to be provided by Dine & Style Fine Catering and Events for the client. A copy of this must accompany this agreement to make it whole.

Client

Date

Client

Date

Dine & Style Fine Catering and Events

Date

Updated on 10/28/2015