

Catering Services Agreement Form

1. Event Details

Event Name

Event Date

Event Time

e.g. 6:00 PM - 10:00 PM

Event Location

Number of Guests

2. Client Information

Client Name

Organization (if any)

Phone Number

Email Address

3. Catering Details

Menu Selection

List preferred dishes or attach separate menu

Special Dietary Requirements

Service Type

4. Terms & Agreement

Terms and Conditions

Enter terms or attach addendum

5. Signatures

Client Signature

Name: _____

Date: _____

Caterer Signature

Name: _____

Date: _____