# Catering Services Contract Sample

## 1. Parties

This Catering Services Contract ("Contract") is entered into as of _____ (the "Effective Date"), by and between:

- **Caterer:** _____
- **Client:** _____

## 2. Event Details

**Date of Event:** _____

**Event Location:** _____

**Number of Guests:** _____

**Type of Service:** Buffet / Plated / Other: _____

## 3. Services Provided

- Menu: _____
- Beverages: _____
- Setup & Cleanup
- Staffing: Yes / No
- Other: _____

## 4. Payment Terms

1. **Total Fee:** $_____
2. **Deposit Amount:** $_____ due upon signing
3. **Final Balance:** Due by _____
4. Payments made by Cash / Check / Other: _____

## 5. Cancellation Policy

If Client cancels this contract:
- _____ days before the event: Refund / No Refund of Deposit (choose one)
- _____ days before the event: _____% Fee

## 6. Responsibilities

1. Caterer will provide all agreed services as outlined above.
2. Client will provide timely access to event venue and inform Caterer of all venue rules.
3. Both parties will communicate promptly regarding any changes.

## 7. General Terms

1. This contract constitutes the full agreement between the parties.
2. Any amendments must be in writing and signed by both parties.

3. This contract shall be governed by the laws of _____.


_____
Caterer Signature
Name and Title

_____
Client Signature
Name



Date: _____