

Jeff's BBQ & Catering

P.O. Box 471
Old Greenwich, CT 06870
203.852.0041

Customer's Name: _____

Full Address: _____

Time of Function: _____

Location(s) of Function: _____

Guaranteed Total # of Guests _____

Guaranteed Min. Charge: \$300.00 (unless otherwise specified)

Retainer Fee: 40% or half of Total (unless otherwise specified)

Home Telephone (203) 852-0041 Copyright & Copy; 2013 Jeff's BBQ and Catering
LLC.: _____

Cell: _____ Office _____

Email: _____

Type of Function: _____

of Adults _____ # of Children Age 0-3 _____

of Children Age 4-7 _____

Location Fee if applies: _____

General Information and Policies

Our professional resources in culinary and service skills afford you complete assurance that all commitments will be carried out to your satisfaction. In order to ensure you and your guests of a well-organized function, we must ask that we both adhere to the following catering policies:

Payments and Retainer Fee

Billing arrangements for all events must be made in accordance with catering policies. There is a 40% retainer fee on all events, unless prior arrangements have been made. We accept cash, credit cards, checks and money orders. Checks should be made out to Jeff's BBQ and Catering. If we receive a payment for services via check and that payment bounces with our bank you will be responsible for a \$30.00 fee.

Guarantees

Jeff's BBQ and Catering must be notified of the exact number for which you wish to guarantee services for not later than five working days before the event. In the event a guarantee service number is not received, the original estimated attendance count will be prepared and charged. The charge for each additional person set up at patron's request will be made and patron agrees to pay at Caterer's established rate of \$25.00 per person.

Taxes

All applicable state and local taxes will be imposed and paid by the client. If the client's organization is tax exempt, the caterer must receive a certificate reflecting the client's exemption status not later than five working days before the event. If the caterer does not receive this certificate, the client agrees to pay all taxes associated with the event.

Cancellations

The client must give 72 hours notice before canceling an event. If the client cancels a contracted food and beverage event, and/or facility, the caterer can retain all or a portion of the retainer fee as liquidated damages.

Portion Sizes

Most of our menu items are sold on a per guest basis, with portion sizes having been determined by our experienced catering staff. If you would like information regarding exact quantities, please do not hesitate to ask.

Leftover Food

When we are on location to serve food, we usually carry more than we expect to serve. When offsite for a long period of time, we have extended food temperatures and holding conditions to a point that we will not release leftover food to you or your guests. This policy is required by the Connecticut Department of Health.

Catering Contract

1. I, Patron, agree, to pay for all guests attending but not less than for the number of guests guaranteed. Caterer may limit services to the number of guests guaranteed or the number of guests Caterer deems to be the maximum for the facility. Arrangement for additional guests and menu changes must be made at least five (5) days prior to the functions and such final guarantee, whether oral or written, shall be binding on patron as if originally guaranteed. In no event shall guarantee be less than originally agreed upon.
2. The change of each additional person set up at patron's request after the five (5) day period prior to event will be made and patron agrees to pay at Caterer's established rate of \$25.00 per person.
3. No event will be permitted to run over the time agreed upon without Caterer's approval. Caterer reserves the right to make reasonable additional charges for events running beyond the time agreed upon. The agreed charge is \$50.00 per hour.
4. In the event patron cancels or otherwise breaches this agreement, Caterer shall retain \$300.00 and/or any reasonable out-of-pocket expenses incurred by Caterer of deposit for damages. A schedule of cancellation charges follows:
5. Any balance due will be paid in cash, money order or check within seven (7) days of the start time of function.
6. Delinquent Accounts - we reserve the right to assess finance charges on any amount unpaid when due at an interest rate of 1 ½% per month or the maximum rate permitted by law.

