

## BILL BATEMAN'S BISTRO CATERING CONTRACT

All Buffet Packages are for a two hour period, Bill Bateman's Bistro is responsible for maintaining the cleanliness of the room, quality of the food, and refilling all hot food, sauces and non alcoholic beverages. Please note our Deli/Crudite Trays are made to order based on per person confirmation and not refillable.

The terms of the contract are as follows:  
Please read and initial at each paragraph.

1. Either a deposit in the amount of the designated room rental fee or a credit card number is to be submitted along with this contract to hold the date of \_\_\_\_\_, 20\_\_ for a minimum of \_\_\_\_\_ (amount) people. The cost of all food and beverage must be paid in full the evening of the event. This balance is payable by cash, credit card or business check. Sorry, no personal checks accepted. Credit card: \_\_\_\_\_ exp \_\_\_\_\_.
  
2. If the **client** cancels the function less than **48 hours** prior to the date of the function, none of the initial deposit is refundable. If no deposit was given, Bill Bateman's Bistro reserves the right to charge the submitted credit card for the amount of any costs incurred during the preparation process for the reserved gathering. If the function is canceled by Bill Bateman's, all of the initial deposit will be refunded. Severe inclement weather or situations beyond the control of Bill Bateman's will be the exception for the refund.
  
3. Please be advised that if the client confirms and fails to appear at all, the **entire cost** of the function will be directly billed to the credit card number on file.
  
4. Pricing per person will be based on confirmation of the number of guests given 7 days prior to the function. If the number of guests actually attending is greater than the number given 7 days prior, the per person charge will be added accordingly. Please be advised that **no food** will be prepared until a minimum number of guests are guaranteed via a signed contract and deposit.
  
5. The private room at Bill Bateman's Bistro can provide seating for up to 40 guests. If additional guests will be attending, Bill Bateman's Bistro reserves the right to move the party to another area of the restaurant.
  
6. If fewer than the confirmed number of people actually attend, the client will be charged for the minimum number of guest guaranteed one week prior to the event.
  
7. The cost of all functions will automatically include 6% sales tax and 18% gratuity. Any organization with tax-exempt status must be able to provide the tax ID number prior to closure of the check
  
8. **DESTRUCTION OF PROPERTY CLAUSE:** If any of your guests are found damaging or destroying any of Bill Bateman's property (restrooms, furniture, equipment, etc.) in any way, shape or form, and these damages will be billed to the person or company hosting the event. The client signature that appears on the contract is the client that will be held solely responsible for repair and/or replacement of damaged property.

I have read & understand the above terms and I am in agreement.

X \_\_\_\_\_

X \_\_\_\_\_