**Catering Agreement**

Using this resource does not create an attorney-client relationship. While this template and the corresponding information cover basic and common terms that apply to most businesses, it is impossible to address every situation that can arise -- some attorneys can do that. But, we can’t guarantee this template is exactly what you need for your business.

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ENGAGEMENT AGREEMENT

The Parties to this Agreement are (YOUR BUSINESS NAME) located at (YOUR ADDRESS), hereinafter "Caterer," and (CLIENT NAME) located at (THEIR ADDRESS), hereinafter "Client."

Client can be reached at (EMAIL) or by phone at (PHONE NUMBER). In the event Client is not available, Caterer is authorized to contact and discuss changes with (EMERGENCY CONTACT NAME) at (PHONE NUMBER).

This Agreement contains all final terms agreed to by both parties and pertaining to the event described below.

(GENERAL NAME OF THE EVENT) is to take place at (LOCATION OF EVENT) at (TIME OF EVENT) on (DAY OF EVENT), (DATE OF EVENT).

Caterer agrees to provide the following foods, which will be served warm: (DESCRIPTION OF DISH) (DISH TYPE) (SERVING SIZE) (COST);

(DESCRIPTION OF DISH) (DISH TYPE) (SERVING SIZE) (COST);

(DESCRIPTION OF DISH) (DISH TYPE) (SERVING SIZE) (COST);

Caterer agrees to provide the following foods, which will be served cold or at room temperature:

(DESCRIPTION OF DISH) (DISH TYPE) (SERVING SIZE) (COST);

(DESCRIPTION OF DISH) (DISH TYPE) (SERVING SIZE) (COST);

(DESCRIPTION OF DISH) (DISH TYPE) (SERVING SIZE) (COST);

Caterer agrees to provide the following drinks;

(NAME OF DRINK) (COST)

(NAME OF DRINK) (COST)

Caterer (will/will not) provide ice for cold beverages.

Caterer agrees to provide the following service items (paper), (plastic), (cloth), (aluminum);

(Napkins)(Cost), (Spoons) (Cost), (Forks) (Cost), (Knives) (Cost), (Serving Trays) (Cost), (Plates) (Cost), (Cups) (Cost), etc.

The following items must be returned to (LOCATION ADDRESS) by end of business on (DAY) (DATE):

Caterer will arrive at (TIME) on (DAY), (DATE), in order to have service ready for guests at (TIME) on (DAY), (DATE). Caterer's team (will/will not) be present to serve guests food and drink. Food and Drink (are/are not) self service after Caterer's team sets up food and drink stations. The full and final amount, specified below, includes the delivery and set up of all food and drinks contained herein.

**Caterer expressly disclaims liability for any misuse of equipment, including heating and cooling equipment or improper serving technique by Client or guests.**

Any changes to this Agreement **must** be made by the end of business on (DAY), (DATE).

The full and total cost owed to Caterer by Client is $(AMOUNT). An initial deposit of $(AMOUNT) is due on (DAY)(DATE). Your event date is reserved only upon the receipt of this signed Agreement and the initial deposit. **This deposit is non-refundable.**

Full and final payment must be made by Client on (DAY)(DATE). In the event this amount is not paid by the specified date, Caterer cannot guarantee the fulfillment of any terms contained herein. **Any exception or amendment to this provision must be documented in writing.**

This Agreement may only be cancelled, in writing, by the Parties herein, within (NUMBER OF DAYS) days prior to the date of the event, as stated above. Any balance paid by Client in addition to the initial deposit will be refunded. Upon Client's receipt of this refund, Caterer will be released from all obligations to Client.

This terms of this Agreement are subject to the laws of the state of (YOUR STATE).

In the event that any provision of this contract becomes invalid or void for any reason, all remaining provisions are severable and remain in full force and effect.

By signing below, signatories agree to the terms outlined herein and represent that they have full authority to enter into this Agreement.

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Caterer Date

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Client Date