



THIS AGREEMENT is made and entered into on the **DD** day of **MMYY**, by and between: **Sakura Bon Catering** and \_\_\_\_\_. (*client*) Any and all attachments to this contract, including but not limited to: menus, venue detail sheets, and banquet event orders are also part of this agreement. Any modifications to this agreement must be agreed upon by both parties and submitted no later than **7 days** before the date of the event.

Client desires to contract Sakura Bon Catering for a \_\_\_\_\_ (*event*)

### **EVENT DETAILS**

Client is hiring Sakura Bon to provide food and services for the following event:

**Date:**

**Event Set up:**

**Guest Arrival:**

**Cocktail Hour:**

**Dinner Service:**

**Dessert Hour:**

**Event End Time:**

**Event Completion:**

**Location:**

### **PAYMENT TERMS**

To guarantee your event, a **non-refundable** payment of **25%** of the anticipated total cost is required at time of booking if the event is more than **90** days away. If the event is **31-89** days away, then **50%** of the anticipated total cost is required at time of booking (unless other arrangements have been made in advance and in writing or via correspondence).

Payments to be made according to payment schedule with balance due day of function (unless other arrangements are made in advance & in writing).



If event is within **30** days of booking **75%** of estimated invoice is due upon signing of contract. (unless other arrangements are made in advance & in writing). Forms of payments accepted: **Cash or Check**. Additional charges may be incurred when an event time exceeds the scheduled time, additional meal service, personnel, or any other goods /services are required.

**Client agrees to pay final balance due by cash, credit or certified funds by stated completion time**

**of function (unless other arrangements are made in advance in writing).**

Client agrees to pay a **\$40** insufficient funds fee if payment received for services via check(s), and check(s) is returned for insufficient funds from your bank.

Client agrees to pay all reasonable attorney fees in the event the Caterer must seek legal remedies to complete execution of this contract.

**Late Fees:** A late fee of **1.8%** will be accrued daily.

## **GENERAL PAYMENT SCHEDULE**

**25% due upon booking**

**50% due if less than 90 days prior**

**75% due if less than 30 days prior**

**100% due if less than 10 days prior**

## **CANCELLATION POLICY SCHEDULE**

**100% due if canceled 10 days prior or less**

**75% due if canceled 30 days prior or less**

**50% due if canceled 90 days prior or less**

**25% due if canceled more than 90 days prior**



## MENU SELECTION

All menus must be confirmed thirty days in advance. Menu may be adjusted **no later than 7 days** prior to event day.

Caterer reserves the right to substitute items that become unavailable in the open market or exceed reasonable market costs. Caterer will notify client for approval if time allows.

\_\_\_\_\_

Client Signature \_\_\_\_\_

Date: \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Date: \_\_\_\_\_