

VORE Food Truck

Special Events & Catering Contract
719-4700-YUM
info@vorefoodtruck.com

EVENT CATERING CONTRACT

Customer's Name:

Full Address:

Time of Function:

Location(s) of Function:

Minimum no. of Diners Guaranteed:

Time of Function:

Time location is available for setup:

Guaranteed Min.Charge:

\$200.00 food (guaranteed choices: 4 Grilled Cheese, 3 sides, 1 desert)

\$130 Labor (13 man hours of labor)

= total \$330.00

Retainer Fee: 50%

1. Due upon signing
2. Remainder due upon completion of the event.
3. Customer overages due upon event completion (more than quoted no. of guests @ \$15/ea)

Home Telephone: _____

Cell: _____ Office _____

Type of Function: _____

Estimated # of Adults: _____; # of Children Age 6-12: _____

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 50% retainer fee on all events, unless prior arrangements have been made with our catering coordinator. We accept charge, cash*, certified checks and money orders. Checks/orders should be made out to 'vore food truck'. We are sorry we no longer accept personal checks. * We will gladly offer you a 3% rebate if cash is used –offer is whole sale price only.

Guarantees:

The coordinator 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 \$15.00 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. We will need proof of TIN for non-profit.

Cancellations:

After 1 week prior to the event, If the client cancels a contracted food and beverage event, and/or facility, the caterer can retain all of the retainer fee as liquidated damages. Cancellations between 1 month and 1 week of the event will result in a refund no less than ½ of deposited amount. Prior than a month out, cancellations will result in a full reimbursement.

Permits:

Any required Event or Park / Recreation permits, City / County, or otherwise, will be researched and procured by the client.

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 our catering coordinator.

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 based on information from the Colorado Department of Health. We trust you will co-operate.

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 (or code) 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 \$15.00 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 \$40.00 per hour.
4. When patron wants to supply any food to be brought on the premises, patron must secure written approval and endorsement of Caterer before such food will be allowed on the premises.
5. Caterer reserves the right to substitute items that become unavailable in the open market or that exceeds reasonable market costs. Caterer will notify patron for approval if time allows.
6. Caterer and/or its agents will be liable for any damage to property entrusted to its employees, for the loss of any property by theft or otherwise. Patron assumes responsibility for any damages to any property rented to patron that may be caused by patrons, members, guests or invitees.
7. Caterer reserves the right to regulate the volume of music played during the function.
8. Caterer agrees to provide a choice of no less than 4 Entrees, 3 sides, and 1 desert; and to coordinate and maintain the food prep and service with all equipment necessary for temperature maintenance and service.
9. Caterer is not licensed, has nothing to do with, and assumes no responsibility involving alcohol at the event.
10. Caterer has nothing to do with event decorations.

