

Emily F. Ryan LLC  
DBA: Food For Thought Specialty Deli  
Date Reservation Contract  
Catering Policy Spring-Summer 2013

### **DEPOSITS AND PAYMENTS:**

As of July 15, 2013 Emily F. Ryan LLC (DBA Food For Thought Specialty Deli (FFT)) and (client name) enter into basic agreement that FFT will plan for client event on (date) at (event location). Further details remain to be discussed, yet the date is officially reserved once this contract is signed and returned with a \$500.00 deposit that will be applied to the final bill for services.

Once all details including: menu, headcount, staffing, level/type of meal service, and equipment and all other necessary rentals are confirmed by both parties, a 50% deposit on the estimated total of your proposed event prior to the actual event is required. The remainder of the total is to be paid within 7 days prior to your event. If said invoice is not paid, an interest rate of 1.75% will accrue daily until paid in full.

Please keep in mind any additional charges may incur due to the specialized nature of catering, i.e., additional rentals, equipment, labor, etc. We will do our best to provide you with an estimated total prior to the event, and will reconcile any additional charges at the time of final payment. The bill will reflect, accordingly, any changes made to location, menu, guest count, staffing needs and changes in the event of any anything unexpected such as weather occurs.

Payment can made via cash, personal check or Visa, Master Card, American Express, or Discover. If the 2<sup>nd</sup> party wishes to pay with a credit card a 3% service charge to cover our processing fees will be applied to the final bill.

### **Service Charge/Gratuity:**

An 18% service charge will be applied to the food total on every event. At the client's discretion any additional gratuity will go DIRECTLY to the service staff.

### **GUEST COUNT:**

Please provide us with an approximate guest count at the time of your proposal, and an accurate count 14 days prior to the date of your event. If the guest count of your event decreases after this 14 day time line, the food cost per guest may increase, and we cannot guarantee a decrease in cost. If the guest count increases by more than 5%, we will do our very best to accommodate your needs, and will charge for each additional head.

### **Children:**

Children under 5 will not be charged, UNLESS you plan on providing a full meal for them. Children aged 6-12 will be charged half price, or an agreed upon children's menu can be provided if you plan on feeding 10 or more children aged 6-12. Children over the age of 12 MUST be included in the final headcount, and charged accordingly.

**Support Staff:** If you plan on feeding support staff members such as an event planner, photographer, DJ, band members, bar tenders etc... they will be charged half price and will be fed once dinner service for the guests has concluded.

**Labor:**

Labor costs and estimates are based on the time the employee clocks in and clocks out; to include the set-up prior to the event, the event itself, and the break-down of the event if needed. If traveling out side of the city limits, ½ wage will be paid for the travel time.

The labor cost for the chef will include time spent on food preparation, as well as the event. It is in your best interest to provide us with as accurate of a time line as possible in order to properly staff and price your labor.

Wait Staff Charges: \$18.00 per hour

Bar Tender \$25.00 per hour

Chef Labor: \$35.00 per hour

Chef Manager: \$50.00 per hour

**TRAVEL:**

Events 10 miles or more outside of the Bozeman City Limits will be subject to a \$.85 per mile roundtrip fee. This is subject to change due to the fluctuation of the gasoline/oil market.

**EQUIPMENT RENTAL:**

Food For Thought Specialty Deli will assist in answering questions regarding the rental process, however you are responsible for placing your own rental orders through Montana Party Rentals or other rental agencies for items such as: flat wear, glass wear, dinner wear, and linens. Food For Thought Specialty Deli may need to rent additional outdoor cooking equipment and tents, and we will be responsible for securing these rentals. Any items that are required to meet the demands of the event will be itemized and priced accordingly, and listed on your bill. Please inform us of any changes in necessity of these items as they pertain to your event, at the two-week deadline before the date of your event, so we can best accommodate your needs and re-calculate your bill. There is also a breakage fee of replacement value on items damaged or broken while in the custody of the client.

**SEASONAL ADJUSTMENT:**

Food prices are subject to the fluctuation of the market and seasonal availability. Menu quotes hold firm for 60 days. After this period of time Food For Thought reserves the right to recalculate menu prices in accordance to said market fluctuations. If a drastic change in an ingredient within your menu occurs you have two options:

1: A new cost maintaining your present menu will be assessed based on current market prices and you may agree to the new price -OR-

2: Substitute menu item (s) will be presented to you in order for you to maintain the agreed upon per person menu.

### **CANCELLATIONS:**

Cancellations within 60 days' notice will receive a refund to total half of the deposit, and any pre-paid amounts, not to include any non-refundable special orders. Cancellations received less than 60 days prior will not receive a refund on the deposit, and will subject to accrued charges incurred such as food, labor cost, non-returnable items such as rentals and equipment if they so apply, and any other special orders. Cancellations made 30 days or less will be charged the full agreed amount to cover our time, resources and the loss of potential clients and income from the release of your date.

### **Leftovers:**

You and your guests may package any leftovers that are deemed "safe" to be consumed via the strict quality standards of the FFT staff. You are responsible for providing appropriate containers to place leftovers into, if desired. If you do not have appropriate containers, all food will be disposed of or taken back to our kitchen. Once at our kitchen we are no longer required to give you the left-overs. In accordance with Montana Health Codes, FFT reserves the right to discard any food items on site or at our kitchen where there is a reasonable risk for food borne illness to occur.

Signing and dating this document ensures that both parties agree to the above policies and terms.

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Emily F. Ryan                      Date  
Owner Food For Thought Specialty Deli  
Emily F. Ryan LLC

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Customer/Client                      Date