



CATERING AGREEMENT

445 Providence Main Street - Suite 101 Huntsville, AL 35806

Date of Event:

Guest Count:

Time of Event:

Booking Contact:

Company/ Group Name:

E-mail Address:

Address:

Phone #:

We appreciate your interest in using Grille 29 as the caterer for your event. Welcome your guests to a truly unique experience combined with our personalized service, precision, and style. Our goal is to ensure that your event will be memorable, stunning and thoroughly enjoyable for both you and your attendees.

There is a minimum delivery order of \$100 needed in order to deliver food to your location of choice. From a Box Lunch order to a Full Service Catering Event, Grille 29 will bring the same sophisticated food and service to you.

Deposit

A credit card guarantee is required to confirm the reservation. A deposit of 50% of the anticipated revenue must be received, along with this signed agreement to secure the date and time of our catering service. Please be advised that no reservation is confirmed until the deposit is received and our services can be confirmed with another prospective client if there is no confirmed deposit.. Your deposit will be credited to the final bill at the conclusion of your event. Collected deposits are non- refundable if the reservation is cancelled less than 90 days prior to the event date. Box Lunch Orders under \$1000 do not require a deposit.

Final Count

A guarantee of attendance is necessary in order to allow Grille 29 to provide the best experience possible. A tentative number of guests will be due with the signing of this agreement and a *final* guarantee (no less than 80% of original count) of guest attendance is due 72 hours prior to the date of the event. Billing will be for final guarantee count or the actual number in attendance, whichever of the two is greater.. Any modification or changes during your function can result in additional charges (i.e. changes or increase in amount of food or beverage). Please consult the Lead Service Staff Member for any changes or special requests.

Event Billing

The client will be responsible for all charges as specified on the Banquet Event Order. Your Banquet Event Order will be created after this agreement has been returned and all items listed and their associated costs and fees will supersede and prevail over this agreement All outstanding balances of the event are due the day of your event. If your company or organization is Alabama Sales Tax-Exempt, please attach a copy of your tax-exempt certificate to this Agreement and return it to the Director of Catering. This certificate must be provided to qualify for the tax exemption. Grille 29 will accept cash or major credit cards for final payment. *Please be advised that personal checks are not accepted as payment under any circumstance.*

Cancellation Policy

Should cancellation of your event occur prior to 91 days before the scheduled date, your entire deposit will be refunded to you. The paid deposit will be retained should the event be cancelled within 90 days of the event. Should cancellation be finalized within seven days of the event date, 100% of the anticipated revenue will be due.

PLEASE COMPLETE THIS FORM IN FULL, SIGN AND RETURN WITH YOUR CREDIT CARD INFORMATION To Grille 29 Catering Department - Attn: Regina Burnett - ReginaB@Grille29.com 256-489-9476

CATERING SERVICES ARE NOT CONFIRMED UNTIL BOTH CREDIT CARD NUMBER AND COMPLETED AGREEMENT ARE RECEIVED.

Check if your event is a Box Lunch
No Deposit Required
10% Delivery Fee Applies To Order

Check if your event is a Delivery/ Drop Off Only
15% Delivery Fee Applies To Order

Check if your event is a Full Service Event with Staff
22% Service Fee Applies

I authorize my credit card to be used for the following services at Grille 29:

Check all that apply: **ALL CHARGES** Event Deposit Other – list _____

Circle Type: **Visa** **MasterCard** **Amex** **Discover**

Account #: _____ **Expiration Date:** _____ **CVV:** _____

Imprinted Name on Card: _____

Client Acknowledgment

Signature indicates client has read, understands and complies with all Grille 29 policies.

Today's Date

If this agreement is signed in the name of a corporation, partnership, association, club or society, the person signing represents to *Grille 29* that he or she has full authority to sign this agreement and that representation shall be binding in all respects.

IMPORTANT NOTE: DUE TO CREDIT CARD REGULATIONS, A PHOTOCOPY OF THE CARDHOLDER'S CARD IMPRINT (FRONT & BACK) MUST BE PROVIDED WITH FORM.