

Event Contract & Cost Estimate

Deposit and Cancellation Policy



A "\$500 Non-Refundable Deposit" must be received to be considered "booked/confirmed" with Stone Creek Catering (from here on referred as SCC) to hold your event date. This booking fee takes place only after client(s) have had a personal price "Cost Estimate Proposal" completed for their event date with a member of Carey's Stone Creek Catering event planner.
Paid this day of _____ 2009

A "50% Deposit" of your "Proposal Estimate" balance is due 60 days prior to event date.
50% of Estimated total due \$_____. The due date is _____2009.

Payments: We require a credit card to guarantee payment for you outstanding balance. The credit card will be charged the day after your event unless other payment arrangements have been made in writing (to ensure that any and all additional charges are applied to your final billing statement as per the cost estimate proposal). Please make certain that the credit card number that you are giving to us is the credit card that you wish to have the balance paid with.

Final Details: Ten days prior to your event, your guest count and all final details are due. You will be billed on the final number of guests given or the number attending which ever is greater. Any changes after this time is not guaranteed and may result in a service fee being assessed. If the number of guests attending exceeds your final count, you will be charged an additional 25% over and above regular charges for the extra guests. These charges will be billed by a separate invoice. All rental equipment and delivery date will also be finalized at this time. Any additions of guest count, services, or rentals beyond the estimated total for the event that are expected to exceed \$1000 will need to be paid prior to the event.

**Any changes in your menus or event details including changes in service hours, will be made to your final invoice, which will be forwarded to you no later than seven (7- 10) days after the event date.

Cancellation Policy

All cancellations must be received in writing, addressed Stone Creek Catering PO Box 1528 Grand Lake, Colorado 80447. Cancellations via Facsimiles: date and time acknowledgement is the client's responsibility. Please call to be sure fax was received. Cancellations via e-mail will NOT be accepted.

Cancellations received outside of 30 days of the event date, will forfeit the entire "\$500 Non-Refundable Deposit". Cancellations received within 60 days of the event date, will forfeit the \$500 deposit and any payments received for the "50% Deposit".

Additional Policies I understand that Colorado State Law prohibits SCC from allowing any left over foods to be taken off premise by client. Client, only if tightly resealed and put in far back of vehicle, may take un-opened and partially consumed alcohol from venues that do not own a liquor license. Absolutely NO liquor may leave the premise of a venue that owns a liquor license. I understand that once the event season begins (June - Sept) SCC will allow one hour answering final questions and finalizing details for your event. Any additional time necessary will be billed a consultation fee of \$50/hour. In addition to this contract I will have received a written menu, beverage, and total cost estimate contract for my event. This estimate will be signed and sent back no later than 10 days from date received to consider food and beverage pricing agreement. Due to seasonal changes in the market, prices foods and beverages will be subject to price changes until the menu contract is signed and received. I acknowledge that SCC and its staff are not responsible for lost or stolen items i.e. flowers, wedding gifts, cake plates, or personal items belonging to the event host.

I have read the deposit and cancellation policies, final details and payments policy. I understand and agree that it is my responsibility to remit deposit payments according to the policy and that if my deposit(s) are not received by the due date(s) my event may be subject to cancellation. I have read and understand the terms of this agreement and I am aware that forfeited deposits(s) may not be used at a later date towards another event.

I agree with the terms and conditions of this contract. I concur with deposit and payment policies and will follow through with terms as such.

Client Signature

Signing Date

Event Date

Name (Print)

Telephone

Event Venue/Location

E-mail address

Mailing Address

Guaranteed Payment Credit Card Number (Required)

Exp. Date

Signature (Required)

By signing above, I understand and authorize that the above mentioned credit card will be charged for the full outstanding balance the day after the event or on the next corresponding business day.