



THIS IS A CATERING SERVICES AGREEMENT DATED ____/____/____
BETWEEN:

_____ "CUSTOMER"

_____ "CUSTOMER"

AND

SILVER SPOON ILLINOIS INC.

BACKGROUND:

a. The Customer understands that the Caterer has the necessary qualifications, experience, and abilities to provide services to the Customer.

b. The Caterer agrees to provide such services to the Customer on the terms and conditions set out in this Agreement.

EVENT INFORMATION:

NAME _____ / _____

DATE OF EVENT _____

LOCATION OF THE EVENT _____

CONTACT INFO

PHONE _____ EMAIL _____

OTHER _____

ESTIMATED NUMBER OF GUESTS _____



ONSITE KITCHEN RENTAL BY CLIENT YES OR NO

IF YES, Time of usage and Contact Information _____

TYPE OF SERVING STYLE: Plated, Buffet, (Single or double-sided stations)

TIME THE CATERER IS TO START SERVING _____

EQUIPMENT / RENTAL

TABLE's _____

NUMBER OF CHAFFING DISHES & UTENSILS _____

1. PAPER CHINET PLATES 2. PLASTICWARE 3. NAPKINS 4. PLASTIC CUPS

1. SILVERWARE 2. GLASSES 3. SALAD PLATES 4. ENTRÉE PLATES

5. LINEN NAPKINS 6. TABLE LINEN 7. SKIRTING

RENTAL FEES _____

MENU:

BUFFET / PLATED

MEAT 1. _____ MEAT 2. _____ MEAT 3. _____

PASTA 1. _____ PASTA 2. _____ PASTA 3. _____

STARCH 1. _____ STARCH 2. _____ STARCH 3. _____

VEGETABLE 1. _____ VEGETABLE 2. _____

VEGETABLE 3. _____



TABLED APPETIZERS OR PASSED APPETIZERS? YES OR NO FEE\$ _____

- 1.
- 2.
- 3.

SALAD _____

DRESSING 1. _____ DRESSING 2. _____

ROLLS WITH BUTTER

BEVERAGES: LEMONADE / TEA / REGULAR COFFEE / DECAFFINATED COFFEE / WATER

SILVER SPOON CATERING DESSERT _____

IS THE CATERER CUTTING THE WEDDING CAKE? YES OR NO FEE\$ _____

PLATES & FORKS PROVIDED BY CATERER FOR CAKE? YES OR NO FEE\$ _____

LEFT OVER FOOD POLICY

IF THE CLIENT BRINGS SUITABLE CONTAINERS THE CATERER WILL STORE ALL PREPARED FOOD THAT WAS LEFT OVER INSIDE CONTAINER & LEAVE IN A SUITABLE REFRIDGERATOR.

FOOD RESTRICTIONS

PAYMENT INFORMATION

PRICE PER PERSON _____ TOTAL PRICE _____

GRATUITY: A GRATUITY OF 18% IS AUTOMATICALLY ADDED TO PARTIES OF 100 OR MORE. _____

TAX: 6.25% _____

OTHER COSTS? _____

EVENT TOTAL _____



25% DOWN AT BOOKING TO HOLD THE DATE, ANOTHER 25% DUE AT SIX MONTHS PRIOR TO THE DATE, FINAL PAYMENT IS DUE 21 DAYS PRIOR TO THE EVENT PAID IN FULL.

DOWN PAYMENT OF _____ RECEIVED ON _____

SECOND PAYMENT OF _____ RECEIVED ON _____

FINAL PAYMENT OF _____ RECEIVED ON _____

GUESTS:

THE CUSTOMER AGREES TO PROVIDE THE CATERER WITH THE TOTAL NUMBER OF GUESTS NO LATER THAN 21 DAYS PRIOR TO THE EVENT.

FINAL GUEST TOTAL DUE DATE _____

CANCELLATION POLICY:

IF THE EVENT IS CANCELLED WITHIN 6 MONTHS OF THE EVENT DATE THE DEPOSIT/DEPOSITS WILL NOT BE REFUNDED.

CUSTOMER DATE

CUSTOMER DATE

SILVER SPOON ILLINOIS INC. DATE

*PLEASE MAKE CHECKS PAYABLE TO SILVER SPOON ILLINOIS INC.

SILVER SPOON ILLINOIS INC.
P.O. BOX 232
BECKEMEYER, IL 62219