



SERVICE AGREEMENT

Traveling Gourmet Catering Co. insures food quality and outstanding service is priority one and we take this very seriously. While we recognize that last minute changes are sometimes unavoidable, providing the best customer service possible requires advanced planning and preparation. It is your responsibility to furnish guarantees on the event.

Guarantees – Guaranteed numbers of attendees must be received (7) days prior to event.

Decrease in Guarantees – No decrease in the guarantee after the deadline of (7) days prior to the event will be accepted. You will be charged full menu price on most recent contracted agreement.

Increase in Guarantees – In the event there is an increase in the guarantee of 10% or more after the deadline (7 days prior to the event) an increase in agreed price per person will be charged to final payment. Example: 7-day guarantee is given for 20 guests at a menu of \$100 per person. If 22 guests were served the additional 2 guests would be subject to an additional \$200 at the time of final payment.

Cancellation – Cancellations must be received in writing no later than (7) days prior to the event to be valid and released from final payment. Cancellations received less than (7) days prior to event will not be accepted. Letters to confirm cancellation will be issued for verification.

Automatic Cancellation – Contracts that have not been signed and returned and down payment received by the guarantee date and time will be subject to an automatic cancellation. Unconfirmed reservations will not be honored.

Payment – A 50% minimum deposit is required upon menu approval and signed contract agreement. The deposit is non-refundable if there is a cancellation for **any** reason. The final payment will be received following the conclusion of the event and the staff has been released from its obligations.

Food and Beverage – All menu items are subject to availability and seasonality. If necessary, comparable substitutions will be made with no increase to the contracted menu price. Food and beverage minimums include any and all food items and all types of beverage. Guest with special dietary needs may be accommodated with advanced notice.

Special Arrangements – **Traveling Gourmet Catering Co.** has provided information for out-sourced entertainment and other amenities. Please review out entertainment page to contact any of our partners.

Traveling Gourmet Catering Co. is a Private Chef proprietor and as such does not provide small wares and equipment typical for a buffet or dinner, however we can acquire these items and only charge you, the said client, the “at cost” price. This additional cost will be added into the deposit and only refundable, minus third party company cancellation fees, with (72 hours) cancellation notice.