

Emily F. Ryan LLC
DBA: Food For Thought Specialty Deli
Date Reservation Contract
Catering Policy
Fall 2011-Winter 2012

DEPOSITS AND PAYMENTS:

As of (today's date) Emily F. Ryan LLC (DBA Food For Thought Specialty Deli (FFT)) and (2nd party's name) enter into basic agreement that FFT will reserve and plan for (event name and date). Further details remain to be discussed, yet the date is officially reserved once this contract is signed and returned with a \$300.00 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 2nd 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 10 days prior to the date of your event. If the guest count of your event decreases after this ten 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.

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

Chef Labor: \$35.00 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:

