

All Occasion Catering, Inc.

534 Clever Road
Robinson Twp, PA 15136
(412)787-5266

www.alloccasioncatering.org

Banquet Event Contract

Terms and Conditions

- 1.) All menu selections must be submitted 3 weeks prior to your scheduled function. At this time we should already have an approximate number of guests expected to be at your function. All menus are subject to appropriate service fees and taxes.
- 2.) The final guaranteed number of people must be provided 10 days prior to your function. This final guarantee is not subject to reduction. All charges will be based on this guarantee or the actual number of guest served, whichever is greater. **Due to rapidly changing food prices our menu prices are guaranteed for only 45 days beyond the date of deposit.**

Deposits and Payments

Dates

- 1.) \$100.00 deposit will be required to hold reservation if booked _____ outside of 6 Months, otherwise the following steps 2 or 3 will apply.
- 2.) 50% of the total is required 90 days prior to the function. _____
- 3.) 75% of the total is due 30 days prior to function. _____
- 4.) Balance is due 10 days prior to function, _____

Cancellation Terms of Contract

Dates

- 1.) Full deposit will be refunded 3 months before scheduled function. _____
- 2.) 50% of total deposits returned if function is canceled within _____ (90 days) to _____ (30 days) prior to your scheduled date.
- 3.) Total deposits retained if function is canceled less than **30 days** prior to the date of function.

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Name of Party: _____ Type of Function: _____
(Please Print)
Address: _____ Date of Function: _____
_____ Est. # of People: _____
Home Phone: _____ For All Occasion Catering Use:
Deposit Received: _____
Work Phone: _____ Date of Deposit: _____
1st. Payment Due: _____
Location of Function: _____ 2nd. Payment Due: _____
Balance Due: _____

Signature: _____