

Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Address: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Telephone Number: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Email: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Vallebona Limited (the “Caterer”) is tentatively holding the following space and/or event date for your upcoming function:

EVENT NAME: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  
  
DATE OF EVENT: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

TYPE OF EVENT: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

NUMBER OF GUESTS: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  
  
EVENT LOCATION: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

TIME: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

MINIMUM GUARANTEE: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  
  
INTIAL DEPOSIT REQUIRED: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

PAYMENT METHOD: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

FINAL PAYMENT DUE: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

To confirm the above arrangements on a definite basis please sign and return this

contract along with your deposit by: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Prior to your event, I will be contacting you to finalize details and confirm the information on an “Event Order”. All catering events are subject to the attached catering “Terms of Agreement”. Please review the “Terms of Agreement” carefully and if you have any questions, please do not hesitate to call

I have read this “Catering Contract” and the attached “Terms of   
 Agreement” and Agree to the Specifications Stated Therein.

Sincerely,  
 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 ACCEPTED BY “HOST”  
**\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Event Coordinator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 DATE

**TERMS OF CONTRACT**

GUARANTEED GUEST COUNT

Host must inform caterer seven (7) days prior to the event of a minimum guaranteed number of guests. The Minimum Guarantee (if stated) is specified on the Catering Contract, and cannot be reduced and Host will be responsible for payment for that number. If Host wants to increase the number, Caterer will attempt to meet the increase but, such increase may require a change in menu, which must be approved by Host and Caterer. Caterer, however, does not guarantee that it will be able to increase the number to be served.  
  
COSTS FOR CATERED EVENTS

The specific Minimum Guarantee (if stated) is specified on the Catering Contract. The actual event cost (“Anticipated Revenue”) is specified on the signed and approved Event Order. If there are any additions or changes to the services listed on the Event Order, Host will be responsible for the payment for such changes including service charges, sales tax and extras such as supplies, entertainment, out of town mileage or other charges.  
  
**DEPOSIT, PAYMENT AND CANCELLATION TERMS**

**A non-refundable deposit of ------ IS DUE BY ---------and will hold the future date for our services. Your final payment IS DUE BY ---------- Host will be direct billed for balance.** You may cancel the Catering Contract only upon giving notice to us. Cancellations must be delivered through one of the following methods:

1. Telephone or Email. The parties agree and understand that, in the event of a cancellation, our actual damages would be difficult to determine. Therefore, the parties agree on the following amounts to be paid by you (The “Host”) to us as liquidated damages.  
    1) Cancellations received less than \_seven\_(\_\_7\_\_) days in advance of the event will be

subject to a cancellation fee of 100\_% of the Anticipated Revenue.  
 2) Cancellations received less than \_two\_ weeks (\_14\_\_) days in advance of the event will be subject to

a cancellation fee of \_50\_% of the Anticipated Revenue.  
  
In the event of unforeseen difficulties such as strikes, accidents, labor disputes or matters beyond the reasonable control of the Caterer, the Caterer may cancel this Contract and will not be liable to the Host, other than a refund of all deposit monies. The Caterer reserves the right to reassign the Event Location (Room).  
  
Billing arrangements for all events must be made in accordance with the Caterer’s policies. The Caterer’s accounting department must authorize all requests for direct billing. Full prepayment of any event not approved for direct billing is due no later than seven working days prior to the event.  
  
Full payment is expected upon receipt of the Caterer’s invoice.

RESPONSIBILITY OF HOST AND CATERER

Caterer assumes full responsibility for the catering staff and equipment and any damage done by them during the event. Host agrees to assume responsibility for any and all damage, loss or liability caused by any guest, invitee, any persons or organization contracted by Host, or other person attending the event. The Caterer cannot assume any liability or responsibility for any personal property or equipment brought into any event room or left on the premises. Responsibility for liquor purchasing and dispensing is that of the Caterer. All alcoholic beverages must be supplied by the Caterer. Absolutely no alcoholic beverages may be brought into any event room from outside. Host agrees to inform Caterer of the desired starting and finishing times of the event. Caterer agrees to be prepared to follow these times. Any time changes need to be discussed with Caterer prior to the event.  
  
MISCELLANEOUS  
Caterer reserves the right to make substitutions of equal value to a menu (per the Event Order) if specific menu items are not available from suppliers.

**Vallebona Limited Bank details:**

HSBC Wimbledon

Sort Code: 40-07-30

Account No 71604473