



Client Name: _____
 Client Address: _____
 Client Phone: _____
 Event Date: _____ Event Location: _____
 Proposed Count: _____ Event Begin and End Times: _____

Catering Policies

Guarantees on Number of Guests:

Food, beverage and add-on items charges based on guest count will be based on the Client’s final guarantee. Final guest counts are due no later than one week before the date of the event. If no final guest count is received, we will use the number of guests used in the attached Banquet Event Order. If the guaranteed guest count falls below 75% of the proposed guest count, the price per guest may be increased. We will make every effort to accommodate any last minute increases in the guest count.

Staffing:

Our proposal includes staffing for **up to** 4 hours beginning at the starting time through final cleanup of the event. Overtime is billed at the rate of \$20.00 per hour per associate. No overtime will be incurred if the event ends on schedule. We reserve the right to increase or decrease the number of staff if the guaranteed guest count is 10% higher or lower than the number included in this proposal.

Deposit & Cancellation Policy:

A deposit of 33% of the Total Estimated Amount or \$200 (whichever is more) is needed to confirm the booking of this event. Of the deposit, \$200 is a non-refundable booking fee. This fee will be applied to your final invoice. In the event of a cancellation, refund for the remainder of the Deposit is handled as follows –

- Notice over 30 days prior to event: full refund of deposit (minus booking)
- Notice 16 to 29 days prior to event: 50% refund of deposit (minus booking)
- Notice less than 15 days prior to event: no refund of deposit

Final Payment:

Clients will be billed for the balance due the Monday prior to of the event. The invoice amount is due upon receipt.

Upon review and acceptance of the proposal and our catering policies, please sign below and return this document with your deposit.

Susanne Ayala _____
 CIAO Catering Date Client Date

Spot on. Every time.