On-Site Wedding and Event Agreement

360 | CATERING COMPANY

T hank you for considering 360 Catering Company for your special event. We look forward to providing our outstanding hospitality, service and fine food.

The success of your function is very important to us. It is our sincere hope that the policies outlined here will ensure a safe, organized and memorable event. The signing of this contract, and payment of the $850.00 reservation fee, reserves the date indicated for the event at the right.

On this, the _____ day of _____, this binding agreement is made between 360 Catering Company and the client or clients, _____.

360 Catering Company grants permission to hold an event at the courtyard and/or reception hall on this date: _____. This event shall commence at _____ am/pm and conclude at _____ am/pm. I understand that to reserve the venue for my event, an $850.00 non-refundable reservation fee is required by this date: _____.

Payments and Fees

The *reservation fee* is a partial payment towards the full balance. The reservation fee is non-refundable. Final payment is due forty (40) days prior to event. Alternate payment plans will be considered at the discretion of 360 Catering Company, and shall be agreed upon at the time the services are contracted. Failure to comply with this payment policy may result in the loss of all paid monies to 360 Catering Company.

360 Catering Company accepts payment in cash, personal checks and credit cards (certain fees may apply). Clients will be responsible for any fees incurred by return checks.

Cancellation Policy

Client acknowledges that upon reservation of the event date and receipt of the $850.00 non-refundable reservation fee (deposit), 360 Catering Company will no longer market its facilities and services for the date and time reserved, and will commence preparing for client's event. Therefore, if cancellation is *forty (40) or less days* prior to event, all monies paid to 360 Catering Company shall be forfeited and shall in their entirety belong to 360 Catering Company. If the cancelation is *forty-one (41) or more days* prior to event, the $850.00 reservation fee will be forfeited and retained by 360 Catering Company, with any additional monies paid to be refunded.

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Alcohol Beverage Service

360 Catering Company does not offer self-serve bar packages at any function. No glassware is allowed out of the building and alcoholic beverages obtained from 360 Catering Company must be consumed on-premises.

Minors will not be allowed to be in possession of or consume alcohol at any function held at 360 Catering Company. 360 Catering Company does not allow any staff member to violate Louisiana state liquor laws afor any reason. Functions including alcohol service will receive a last call fifteen (15) minutes prior to bar closing time.

Any and all beverages left over will be returned to 360 Catering Company inventory.

Vendors' Time

The Client shall have two (2) hours prior to the event start time for all vendors to begin setting up, and ninety (90) minutes following conclusion of event to break down. In the event any vendor exceeds the allotted 90 minutes to break down, a late fee of $100.00 per thirty (30) minutes will be added to the client's account. The client will be notified the next business day.

Vendor set up times are based on availability and are not part of the event. Arrival of guest for the commencement will be agreed upon by the client and 360 Catering Company. There may be a charge for any time added for the event beyond these times.

Catering Information

Cashio's 360 Catering must be used for your reception at our venue. External food and beverages are allowed *only* when the client rents *only* the courtyard. No other caterers are allowed for any event at our venue.

Property Damage

Excessive damages to the venue or the property therein will be added to the clients account. Damages will be minimally assessed at the conclusion of event by both 360 Catering Company and the client. Once excessive damages have been fully assessed, the client will be notified, and arrangements shall be made for payment for damages.

There shall be no smoking in any indoor part of the venue or courtyard at any time. Designated smoking areas outside of the venue building are available for use of the guests.

Liability

It is understood that 360 Catering Company should in no way be held liable for any breach of contract by the client or outside vendor on any agreements reached between said client and vendors other than 360 Catering Company. The client should notify 360 Catering Company of any cancellations or discrepancies with vendors within two (2) weeks of said cancellations. Any changes made to this original agreement should be in writing and signed by all parties involved.

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Contract Order Form

You and your 360 Catering Company representative will fill in the boxes below with your menu, beverage, and upgrade selections.

NUMBER OF GUESTS:

My event will have minimum of [   ] *guests.*

WEDDING MENU

Based on this number of guests: [   ] *, your price will be $* [   ] *per guest for the on-site wedding menu package.*

BEVERAGE SELECTION

Based on this number of guests: [   ] *, your price will be $* [   ] *per guest for your selection of the* [   ] *beverage package.*

UPGRADES AND CREATIVE STATIONS

Based on this number of guests: [   ] *, your price will be $* [   ] *per guest for the upgrades listed in the table to the right.*

ADDITIONAL TERMS/COMMENTS

_____

_____

_____

Upgrades and Creative Stations	Price Per Guest[1]	Total Cost[1]
	$	$
	$	$
	$	$
	$	$
	$	$
	$	$
	$	$
	$	$
Upgrades and Stations Subtotal[1]:	$	

[1]*price shown excludes tax and gratuity*

SIGNATURE

Based on this number of guests: [   ] *, your total price will be $* [   ] *per guest. The total amount due for your wedding or event, including* [   ] *% tax and* [   ] *% gratuity, will be this amount: $* [   ] *.*

I/we have understood and agree to the terms and prices set forth in this agreement.

Client Signature:

[   ] *Date:* [   ]

Company Rep Signature:

[   ] *Date:* [   ]