

MG MEAL APPEAL, L.L.C.

IN-HOME CATERING CONTRACT FOR DINNER PARTIES AND EVENTS/FUNCTIONS

Client Name or Organization/Company Name:

Telephone/Cell Numbers:

Email Address:

Location/Address of Party and Type of Event/Party:

Menu Theme Selection:

Date of Function:

Arrival Time of Guests:

_____ Event or Function Time: _____

Departure Time:

Estimated Number of Guests:

General Information & Policies: MG Meal Appeal, L.L.C. is a Limited Liability Corporation and is licensed and insured for Suffolk County, Nassau County, Queens and Greater N.Y.C. area. Chef is a Certified Food Safety Manager/Handler. Our professional resources in culinary and service skills afford you complete assurance that all of our commitments are carried out to your absolute satisfaction. To ensure you and your guests of a well-organized function, we ask that we both adhere to the following catering policies:

Guarantee Policy: Please keep us aware of any changes in the Event attendance, whether it means attrition or increase in numbers. The final guarantee is given 48 hours prior to the event and will be the minimum number you will be charged for. If attendance lessens the day of event, client will be charged the final number given 48 hours prior to event. Charges will be added for increase in guests.

Payment & Retainer Fees: Billing arrangements for all events must be made in accordance with our catering policies. There is a 25% retainer fee on all events (To be deducted from final bill), unless prior arrangements have been agreed to in writing by owner of MG Meal Appeal, Maria Gerrato. Payment in full is due 24 hours before the event. If payment is not received by this time, contractual obligations are nullified and no refunds are due. Payment may be cash check or money order made out to MG Meal Appeal, also debit or credit cards accepted. There will be a 3.5% convenience fee added for credit cards.

Cancellations: If a client cancels a contracted event/function/party less than 72 hours (one week for special menu selections) before contracted event, the Caterer will keep the retainer fee. The deposit may be applied to future events if rescheduled within six months from the original contract date.

Leftover Food: Leftover foods will be released ONLY to the client if a signed liability release form is on file 48 hours prior to event with instructions for release. There are NO exceptions to this rule. As licensed safety food handlers, MG Meal Appeal will handle leftovers in accordance with New York State

Department of Health food safety procedures. For client safety, MG Meal Appeal reserves the right to determine if any leftover foods are unsafe for further consumption and those foods will be discarded.

Service & Gratuity Labor: is based on a minimum of 4 hours shift, per staff member. This accounts for set-up, serving & break down/clean up. The number of servers required depends on the size and nature of the function but will not exceed 1 server per 6 guests for functions with 25 guests or less and 1 server per 10 guests for functions with over 25 guests. The hourly rate per wait staff is \$40.00. We require a minimum of 15% gratuity for excellent service and we thank you kindly for your generosity.

Initial Chef Fee: Will be \$350.00 for most menu themes. ***Exceptions*** A \$500.00 initial chef fee will be charged for Daring and Deliciously Different menu selections. This is a separate charge from the chef cooking/labor fee. MG Meal Appeal will plan, design your menu, order or shop, and cook for your event. Set up/ serving and cleaning after event are also offered as part of the service labor charge.

Substitutions: Due to market availability, we may need to make substitutions. The caterer will notify the client for approval. We will always do our best to comply with your requests. **Any allergy or dietary concerns must be made known to the caterer, at the time of contract signing.** *See Disclaimer*

Rental Fees: The client will incur any rental fees for equipment/supplies that are required for the menu selections and catered event to be successful. These fees will be added to the final bill/invoice and will be reviewed with the client for approval prior to the event.

Alcohol Policies: Some foods are cooked with alcohol. Any foods under this category will be reviewed with the client. Client is responsible for the cost of alcohol that will be used for foods or for event/party.

Children: There is a different fee structure for children. The fees will be reviewed with the client. Some "adult" meals offered on our menu selections are not well suited for children. MG Meal Appeal will advise clients which food selections are deemed more appropriate for children.

Delinquent Accounts: We reserve the right to assess finance charges on any unpaid amounts of the final bill. In the event that the caterer must seek legal remedies to complete execution of this contract, the client agrees to pay all reasonable attorney fees. The caterer shall have no responsibility or liability for failure to supply any services when prevented by any cause beyond the caterer's control (i.e. act of nature)

Taxes: Taxes for all foods are included in the per person charge. This will be reviewed on the final quote.

Thank you for choosing **MG Meal Appeal, L.L.C.** for your event! We are committed to achieve the best results and your utmost satisfaction. We will make your event memorable. It's our pleasure!!

***Allergy/Medical Disclaimer:** Any food can give a client an allergic reaction ranging from mild to life threatening reactions. It is important to disclose all allergies during menu planning. MG Meal Appeal is not responsible for any client or guests allergic/ medical reactions that weren't disclosed or known prior to the event and consumption of foods. Allergens will be reviewed with client during menu planning.

X _____
Client Date

X _____
Caterer Date