

Catering Contract

Event, menu, pricing & signatures

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Complete and sign before the event. The date is reserved once the signed contract and deposit are returned.

Parties

Caterer / company

Phone

Caterer email

Client name

Phone

Client email

Event details

Event date

Start / end time

Venue / address

Guest count

Final-count deadline

Menu & services

Menu (courses, dishes, dietary options)

Services (bar, staffing, rentals, setup)

Pricing

Per-guest rate

Total price

Deposit due on signing

Balance due date

Terms

The deposit is due on signing to reserve the date and is non-refundable if the client cancels. The balance is due by the date shown above, and the final guest count must be confirmed by the final-count deadline. Replace this placeholder with deposit, final-count, and cancellation language reviewed by your attorney for your business and jurisdiction.

Cancellation and final-count terms

Signatures

Both the caterer and the client sign and date the contract; each keeps a copy.

Caterer signature

Date

Caterer printed name

Client signature

Date

Client printed name