

Berwick Manor

Catering Confirmation Contract

Please accept reservation of the undersigned for _____ persons who will attend a private party to be catered by Berwick Manor at the _____ on the _____ day of _____ 20__ from _____ o'clock __m until _____ o'clock __m. This contract is by and between the Berwick Manor and the Contractee (hereinafter client). All reservations and agreements are subject to the rules and regulations of _____ in conjunction with the Berwick Manor.

Payment

A deposit is required at the time of signing your contract, which will be deducted from the final bill. A non-refundable payment of 50% of the event total is due 7 days prior to your event based on the estimated count at that time. Unless previous credit arrangements have been approved, the balance of the event total is to be paid 1 day prior to the event; based on the confirmed guarantee given 24 hours in advance. Any other balances (i.e. beverages, count increases, etc..) must be paid in full immediately following the event. All costs are subject to a 25% service charge, unless otherwise indicated on the menu.

Deposit

Payment from the undersigned, payable to the order of the Berwick Manor in the sum of \$ _____ is herewith tendered and shall be applied as a down payment toward the total cost of the function. This deposit will be deducted from the event's final bill. Deposits are refundable up to 180 days prior to your event. **Payments must be made with cash, certified bank check and/or credit card. We cannot accept personal checks.**
Payment Method: Certified Check # _____ Cash Credit Card

Guarantees

The number of guests stated in the contract is subject to adjustment by the client until 24 hours prior to the day of the event. If the client does not notify the Berwick Manor at least 24 hours prior to the day of the event, payment for at least the number of persons specified on client's contract will be required.

Menu

An agreed upon menu for the event is to be supplied to Berwick Manor at least 2 weeks prior to the function. Total food and beverage cost for the aforementioned is \$ _____. Food & beverage for children ages 4-11 are discounted 40%. There is a \$17.50 charge per Berwick Manor staff member, per hour for a minimum of four hours for all parties. There is also a \$15.00 charge per Berwick kitchen staff member. All costs are subject to a 25% service charge, unless otherwise indicated on the menu. Due to fluctuating meat and produce prices, Berwick Manor reserves the right to increase prices in the event of the food cost changing dramatically. If this situation arises, Berwick Manor is willing to offer a substitute item to keep the price the same. Basic food price will be guaranteed four months ahead of the event. The undersigned client is responsible for any damage to the facility occurring during the function. In order for the Berwick Manor to satisfy its guests, no affair will be permitted to exceed the time specified without prior written agreement. If the time is exceeded, a fee of \$200.00 per hour will be charged.

Berwick Manor

Client (Contractee)

Representative _____
Job Title _____
Date _____

E Event/Organization _____
C Contact _____
P Phone Number _____
Address _____
S Signature _____
Date _____

Berwick Manor Party House
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