



# CATERING BOOKING FORM

Event Date.....

## Client Details

Name .....	Home Number .....
Address.....	Mobile Number .....
City..... State..... Zip.....	Email.....

## Event Details

Event Type.....	Event Colors / Theme .....
Approximate Number of Guests.....	Set Up Access Time ..... Food Service .....
Ceremony Start Time ..... On Site? .....	Coordinator ..... Number .....

## Terms & Conditions

**PAYMENT SCHEDULE** \_\_\_\_\_

3 C's Catering requires a \$500.00 deposit to confirm and reserve the client's event date. (Indicated Above) This deposit will go towards the client's event balance. Full payment of the balance will be due to 3 C's Catering fourteen (14) days prior to the client's event.

**TAX** \_\_\_\_\_

Florida State sales tax as required by law is added to all charges.

**FINAL GUEST COUNT** \_\_\_\_\_

Twenty-One (21) days prior to the client's event, 3 C's Catering will need the final number of guaranteed guests to be served. The final guaranteed number will be used to purchase fresh ingredients for kitchen production and planning, order equipment, arrange for the proper number of event staff, and figure the final balance due to 3 C's Catering. Once the client gives 3 C's Catering the final guarantee number, the client may only increase the count up to 72 hours before the event. Additional fees will be assessed to accommodate the "last minute" increase in costs to 3 C's Catering.

**CANCELLATION POLICY** \_\_\_\_\_

If written cancellation of contract occurs more than 90 days before the event date, 50% of the deposit will be returned. If cancellation of event happens less than 90 days from the scheduled date, no monies will be refunded. If the client cancels and reschedules at the same time for a different date, 3 C's Catering will apply 100% of the previous monies collected to the client's new scheduled event date.

**HURRICANE CLAUSE** \_\_\_\_\_

In case of a hurricane watch or warning posted by the National Hurricane Center, the client must cancel the original event date by four (4) days prior to Noon. In the case of a cancellation no monies will be returned. The client may choose a new, available date within 1 year of the original date and all monies collected will be transferred to the new scheduled event date. 3 C's Catering reserves the right to cancel at anytime during a hurricane warning or watch. In that case the client may still reschedule within 1 year but no monies will be returned. All monies collected will be applied to the new scheduled event date. The new event date must be set by two weeks after the disaster date.

**A NOTE ABOUT SERVICE CHARGE** \_\_\_\_\_

We pay our staff a higher hourly wage to ensure that you receive our legendary service no matter if your event is for 25 guests or 500 guests. This goes from the kitchen staff all the way to the servers at your event. If you feel that the service staff at your event has gone above and beyond to help make your event memorable and you wish to tip them, then all tip monies will go directly to the staff that served at your event.

## Venue

Name .....

Contact .....

Number .....

## Payment Schedule

**Deposit**

Date .....

Amount \$.....

Type .....

**No Less than Count (21 Days Prior)**

Date .....

**Final Payment (14 Days Prior)**

Date .....

## Authorization

Signed.....

Name .....

Date.....

Event Manager .....

By signing this form you agree to the terms & conditions  
 Email [info@3cscatering.net](mailto:info@3cscatering.net) Office 813-753-9900