



TERMS AND CONDITIONS

Thank you for choosing Focaccia's Restaurant Catering Company for your upcoming event. We are committed to providing all the professional services required to make your event an absolute success.

The following guidelines and procedures will help ensure your requests and our requirements are understood. Please review the following terms and conditions and contact us with any questions. A signed agreement and a deposit are required for booking an event.

Payment Terms: Payment of 50% of the cost of the event is due with signed confirmation. Full payment is due 7 days prior to event.

Guest Count: Client agrees to inform the caterer, by phone, email, or writing as to the final number of guests with 14 days of the event. Client will be charged for the number of guests and services on the invoice if no alternate final number is received within 14 days of the event. After confirmation of your event 14 days prior, the number of guests may not be lowered.

Client's Responsibility: The Caterer is not responsible for any items provided by client to the event. (i.e. beverages, flowers, cake, gifts, additional foods, dishes, glassware, serving pieces, etc.) The caterer is only responsible for those items provided by caterer and no other items. Caterer is not responsible for the safety of any food not provided by the caterer.

Alcoholic Beverages: Client agrees to take all responsibility for the action of guests who are consuming alcoholic beverages during and after the event.

Default: Caterer's performance is contingent upon the absence of strikes, labor disputes, accidents, severe weather, or any other cause beyond the caterer's control. The caterer assumes no responsibility in the event the event facility is unwilling or unable to have the event take place on the event date. Caterer, may, at its sole discretion, make reasonable substitutions to menu, equipment, and other services listed on the invoice.

Cancellation: A cancellation of contract will only be accepted in writing. If written cancellation is received 30 days prior to the event, 50% payment will be refunded. If cancellation is received less than 30 days prior to the event date, client will be responsible for any costs incurred by the caterer by reason of breach thereof, and the 50% payment will be retained as partial liquidation of damage.

Prices: Prices stated are subject to change according to the market price of products and with final

4/2/2010

guaranteed number of guests until final invoice 14 days prior to event. If a market change occurs, client will be notified and provided a reasonable option for substitution.

Staffing Policy: In order to ensure a successful event, Focaccia's Restaurant and Catering Company requires the following staffing policy for all catering events:

One (1) server or Kitchen Staff is required per 30 guests for buffet service. Service is charged at a rate of 125.00 per server for 4 hours of event time and 25.00 per hour per server for each additional hour of event time.

Three (3) servers or Kitchen Staff per 30 guests full plated service. Full plated service is charged at a rate of 150.00 per server for 4 hours of event time and 35.00 per hour per server for each addition hour of event time.

Bar Service: Bar Set-Up Fee of 150.00 is charged whenever Focaccia's Restaurant and Catering Company is providing beverage service at an event. Set up fee includes the bar tables, buckets and ice.

One (1) bartender is required per 50 guests. Service is charged at a rate of 125.00 per bartender for 4 hours of event time and 25.00 per hour per bartender for each additional hour of event time.

Tasting Policy: Both menu and wine tastings are available for clients with a confirmed booking and deposit. Tastings fees begin at 25.00 and will depend on tasting menu. Please note not all items on a menu will be available for tasting.

Food Allergies: Focaccia's Restaurant and Catering Company is not liable for food allergies or dietary needs of guests. Please consider allergies and special needs when planning the menu. No additions or changes will be made outside of the final confirmed menu.

Please sign below to indicate you agree to the terms and conditions stated above.

CLIENT(S) NAME: _____

CLIENT SIGNATURE: _____ DATE: _____

CLIENT SIGNATURE: _____ DATE: _____

FRCC SIGNATURE: _____ DATE: _____

NUMBER OF GUESTS:

EVENT DATE:

DEPOSIT:

DATE PAID: _____ CREDIT CARD #: _____ EXPIRATION DATE: _____ CHECK #:

4/2/2010

FINAL PAYMENT: \$_____ **DATE PAID:**_____

CREDIT CARD #:_____ EXPIRATION DATE:_____ CHECK #: _____

All menu items priced per person at your desired quantity.

Wines and beer are sold outright by the case.

Staffing requirements are stated above.

Rentals have a delivery charge forwarded from the rental company.