



103 Cherry Avenue West Plum City, WI 54761
Tel: Office (715) 647-4490, Cell (715) 495-0542, E-mail: annabells.catering@yahoo.com

Agreement

Event Date: _____ Employee: _____

Date of Contract: _____ Type of Event: _____

Customer Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Catered Event w / Servers? Yes No

Food & Beverage

A signed copy of the function agreement must be returned to the Sales and Catering office within two weeks of receiving. For health and safety reasons, a buffet can only be maintained for a maximum of two hours unless an arrangement can be made in advance for food changes. An industry 15% service charge will be assessed to all food. Catering services are subject to state and local sales tax as per state statutes. All food functions are priced per person except where noted.

Guarantee & Cancellation

Adhering to confirmed food service time is essential. Clients delaying food service time assume total liability for quality of food. Annabell's Catering assumes no responsibility for quality of food if confirmed food service time varies more than 30 minutes. Signed contracts and or event deposits are your assurance that a date will be reserved for your event. We require a guarantee figure on meals 7 days prior to the event. The number will be considered the guarantee and is not subject to reduction. The client is responsible for 100% of the guaranteed count. We will set and prepare for 5% above the guaranteed figure to allow for some extras. Final menu selections and special request must be submitted in writing to Annabell's Catering no later than 14 days prior to the scheduled event. All deposits and prepayments are nonrefundable and are applied in whole to charges on the reserved date. All cancellations must be in writing.

Off -Premise Catering

The undersigned caterer warrants to the customer that caterer will supply the food and beverage services described on Proposal. All such food and beverages will be prepared, transported, held and served in accordance with applicable health and sanitation rules and standards. All food and beverage transported to the event is the property of the caterer until served to the participants at the event. The caterer disclaims any and all liability or responsibility for any food or beverage products used, consumed or distributed at the event not provided by the caterer nor for any inability to perform its obligations under this agreement for causes beyond its reasonable control, such as compliance with governmental rules or regulations, food product recalls, inclement weather causing relocation/ delay / cancellation of the event, or loss of electrical power at the event site.

Deposit/Payment

A non-refundable deposit of 30% the estimated total is required to consider your reservation firm. Final payment is required 3 days prior to a function unless other arrangements have been made with any balance due before departure from the function. Any discrepancies in counts should be identified and resolved at that time. Groups requesting tax exemptions must submit current acceptable documentation of their tax exempt status prior to scheduled function and payment must be made from a tax exempt account.

Additionally, Annabell's Catering and customer agree to the following: _____

Please sign and return one copy to Annabell's Catering. Retain one copy for your records.

Customer Signature _____ Date _____

Print Customer Name _____

Annabell's Catering Representative _____ Date _____

Print Representative Name _____

Deposit Amount _____

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Thank you for choosing Annabell's Catering for your event.