



Policies and Procedures

Bumbu Catering is pleased to provide banquet catering services to you and your guests. We hope that the following information will answer any questions you have about our services. We are happy to assist you with items and decorations such as tables, chairs, tents, floral arrangements, balloon decorations, ice carvings and other items. We also have referrals for entertainment, lodging, photography and other services per your request.

Deposit and Payments

A non-refundable deposit of 25% for the food and service is required to reserve the date and will be paid by the client upon signing the contract. The deposit will be applied to any applicable minimums.

Deposit of 50% of the expected total bill is required, including rental and other charges one (1) month before the date of the event. Balance of estimated bill is to be paid 2 weeks prior to the date of event after client has notified Bumbu Catering of the final number of guests to be in attendance.

Cancellation

In the event that you cancel your function for any reason within 1 month of the scheduled date of your event, you are responsible for the balance of the contracted food and beverage minimum. Notice of cancellation must be in writing. Deposit is non-refundable in the event of a cancellation.

Guarantee

Bumbu Catering requires a final guest count 1 week prior to the date of your event. Your final guest count is considered a guarantee not subject to reductions.

Menu Selections

Menu selections must be received at least one month prior to the event. Definite per plate prices will be confirmed at that time. The menu prices quoted and listed in the catering menus are subject to change without notice.

Additional Charges

As required by law, all the food and beverage prices are subject to a local sales tax and will be added to your final invoice also.



CONTRACT

1. GUARANTEE Patron agrees to notify Bumbu Catering (2 weeks) prior to event of the exact number of guests to be in attendance. This shall in no case be less than the original minimum guarantee given upon the contract.

2. DEPOSIT A deposit 25% (non-refundable) is required to reserve the date and will be paid by patron upon signing the contract. The deposit will be applied to any applicable minimum. The deposit will be applied to any applicable minimums.

3. PAYMENTS Fifty percent (50%) of estimated bill will be paid one (1) month prior to date of the event. Balance of estimated bill will be paid (2 weeks) prior to date of event.

4. CANCELLATION In the event that cancellation is necessary by Patron, Patron shall cancel the Contract by notification to Bumbu Catering by Registered or Certified mail, Return Receipt Requested. In the event of such cancellation, or in the event this contract is terminated by Bumbu Catering because of breach by the Patron, Bumbu Catering will retain the initial deposit and all payments previously received.

5. EXCUSED NON-PERFORMANCE If for any reason beyond it's control, but not limited to strikes, labor disputes, accidents, government restriction or regulation on travel, grounds operation, inability to obtain commodities or supplies, acts of war or acts of God, Bumbu Catering is unable to perform it's obligation under this Contract, such non-performance is excused and Bumbu Catering may terminate this Contract without further liability of any nature, upon return of amounts previously paid by Patron.

7. In the event that this Contract is signed in the name of a corporation, partnership, association, club or society, signed represents to Bumbu Catering that he/she has full authority to sign such Contract and in the event that he/she is not so authorized, he/she will be personally liable for the faithful performance of this Contract.



Patron Name _____

Number of Plates _____

Cost per Plate _____

Minimum Required _____

Event Date _____

Off Site _____

Address _____

E-mail _____

Phone _____

Signature of Patron

Date