



## CATERING CONTRACT AGREEMENT

This is a catering agreement {"Agreement"} executed this {date} day of {month}, {year},

BETWEEN

{Name}  
{Address}  
{Address Continued} {Other Contact Info},

Known for the purposes of this Agreement as "Client,"

AND

{M Catering LLC}  
{327 N Parkside Ave}  
{Chicago, Il 60644}  
{Contact Information: Mitzi Coaker},

known for the purposes of this Agreement as "Caterer."

Client and Caterer agree to the following:

### 1. Services

1.1 Caterer agrees to provide services to the Client for {basic description of event}, known as the "Event," taking place a month prior to the event.

1.2 For this Event, Caterer agrees to provide the following: {detailed description of what caterer will provide, such as food, cutlery, plates, tablecloths, cups, burners, racks, personnel}.

1.3 Client agrees to provide the following: {anything else necessary for the Event that will be the responsibility of the Client, not of the Caterer}.

### 2. Deposit

2.1 Client is required to pay a deposit half of the total amount upon signing this Agreement.



## CATERING CONTRACT AGREEMENT

### 3. Payment

3.1 For the above services, Client will pay Caterer a total of {amount of money}, including the deposit outlined in Section 1.

### 4. Guests

4.1 Client agrees to provide Caterer with the total number of guests at the time of signing the contract. If there are any additional guests, caterer needs to know a week prior to the event.

4.2 Client agrees to provide Caterer with any guests' food allergies or special dietary requests, if applicable.

### 5. Menu

5.1 Client will {provide his/her own menu, and will choose from Caterer's available options, etc.}.

5.2 Menu must be confirmed at the signing of the Contract.

### 6. Cancellation Policy

6.1 Cancellation occurring before the Event will result in {a total forfeiture of deposit}, as outlined in Section 2.

### 7. Arbitration

7.1 Should either party failure to provide or breach this Agreement in anyway; the offending party will be liable for any damages.

7.2 Both parties agree to seek a third-party mediator or arbitrator for any disputes that arise as a result of this Agreement.



## CATERING CONTRACT AGREEMENT

### 8. Jurisdiction

This Agreement falls under the jurisdiction of the state of {Illinois}, and is therefore subject to all of {Illinois} laws and regulations.

Signed:

\_\_\_\_\_  
Client Name

\_\_\_\_\_  
Client Signature

Date:

\_\_\_\_\_  
Caterer Name

\_\_\_\_\_  
Caterer Signature

Date: