

# Catering Contract

## *Tea Room at Port Gamble*

*32279 Rainier Street  
PO Box 333  
Port Gamble, WA 98364  
(360) 297-4225*

**AGREEMENT between the Tea Room at Port Gamble, hereinafter called Caterer, and \_\_\_\_\_, hereinafter called Patron.**

Customer Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (C) \_\_\_\_\_ (W) \_\_\_\_\_

Date of Event: \_\_\_\_\_ Function Time: \_\_\_\_\_ Function Type: \_\_\_\_\_

Address of Event: \_\_\_\_\_

Approx. no. of guests: \_\_\_\_\_ Guaranteed minimum: \_\_\_\_\_ (# due no later than 10 days prior to event)

Guest arrival time: \_\_\_\_\_ Serve time: \_\_\_\_\_

Theme: \_\_\_\_\_ Colors: \_\_\_\_\_

Menu Option Desired:

Menu A

Menu B

Menu C

Menu cost per person: \_\_\_\_\_ or \$ \_\_\_\_\_ (*tax and gratuity not included in this amount*)

**MENU Changes requested:** (price reduction/addition may be required due to changes requested)



---- CONDITION OF CONTRACT ----

ALL RESERVATIONS AND AGREEMENTS ARE MADE UPON, AND SUBJECT TO, THE RULES AND REGULATIONS OF MANAGEMENT, AND THE FOLLOWING CONDITIONS:

1. The quotation herein is subject to a proportionate increase to meet increased costs of foods, beverages and other costs of operation existing at the time of performance of our undertaking by reasons of increases in present commodity prices, labor costs, taxes or currency values. Patron expressly grants the right to the Management to raise the prices herein quote or to make reasonable substitutions on the menu and agrees to pay such increased prices and to accept such substitutions, if necessary due to circumstances outside the Caterers control.
2. In arranging for private functions, the attendance must be definitely specified 7 days in advance. This number is to be considered a guarantee, not subject to reduction, and charges will be made accordingly.
3. Roundtrip mileage and ferry charges will be charged for all Catering Vehicles transporting Service Personnel, equipment and foods to and from the Event Location. Charges will also be made for travel to the event site to view facility prior to event date to assess serving and preparation areas and needs accordingly.
  - a. Mileage Rate: .40 per mile
  - b. Ferry Charge: Current charges per Washington State Ferry Commission will be charged if necessary.
4. All federal, state and municipal taxes which may be imposed or be applicable to this agreement and to the services rendered by the management are in addition to the prices herein agreed upon, and the patron agrees to pay them.
5. Performance of this agreement is contingent upon the ability of the Management to complete the same, and is subject to labor troubles, disputes or strikes; accidents; government (federal, state or municipal) requisitions, restrictions upon travel, transportation, foods, beverages or supplies; and other causes whether enumerated herein or not, beyond control of management preventing or interfering with performance.
6. Any broken or damaged rental items which have been acquired by the Catering Management on behalf of the Patron shall be paid for at the conclusion of the Event.
7. Disposal of garbage shall be the responsibility of the Patron.
8. We will begin set up/food prep at \_\_\_\_\_, serve for \_\_\_\_\_ hours, and provide clean up for \_\_\_\_\_ hours after event, unless otherwise asked to remain longer. Additional hourly wages will be charged for additional time requested and/or required. We will do our very best to be out of the facility as soon as possible as to not add to the hourly wages utilized. We will not be responsible for the clean-up of floors.
9. A 50% deposit will be required in advance of the function and at the time of the signing of the contract. 25% of the total contract amount will be required 48 hours prior to the Event and the balance due and payable at the conclusion of the function.
10. Guaranteed Minimum number of guests must be made known to the Tea Room at Port Gamble no later than 10 days prior to the Event. This will be the amount of guests that you will be billed for.
11. Cancellation Policy: In the event that it becomes necessary to cancel the event, a 15% service charge will be charged and the balance of deposit(s) will be returned.
12. An 18% gratuity will be added to the final statement, due at the end of the Event.

\_\_\_\_\_  
Caterer's Signature

\_\_\_\_\_  
Patron

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date