

Catering Agreement

Client: [Client name] **Caterer:** [Caterer name] **Event date:** [Event date]

1. Services

Caterer will provide food and beverage service for Client's event as described below.

2. Event Details

Date: [Event date] Time: [Start-end time] Location: [Venue address]. Estimated guest count: [Guest count], due to Caterer no later than [Number, e.g., 5] days before the event.

3. Menu & Pricing

Menu Items

Name	Total	
Buffet dinner	\$2,000.00	
Vegetarian option	\$200.00	
Subtotal		\$2,200.00
Total		\$2,200.00

[Note any dietary accommodations beyond the vegetarian option above — e.g., "two guests require gluten-free meals."] Final invoice reflects final headcount.

4. Fees & Deposit

A deposit of [Deposit amount, e.g., \$600] is due upon signing; the balance is due [terms, e.g., "7 days before the event"].

5. Cancellation

[Describe cancellation windows and any non-refundable portions — e.g., "the deposit is non-refundable within 30 days of the event."]

6. Client Responsibilities

Client is responsible for providing final headcount by the deadline above, and for [describe — e.g., "venue access, tables and linens if not provided by Caterer, and any required permits"].

7. Liability

Caterer carries [insurance type, if applicable — e.g., "general liability and food-service insurance," or note "no insurance" if none] and will handle food safely in accordance with applicable health codes. Caterer's total liability under this agreement will not exceed the total fees paid.

8. Governing Law

This agreement is governed by the laws of the State of [State].

Signatures

By signing below, each party agrees to these terms.

[Client name] ("Client")

Signature: _____ Printed name: _____ Date: _____

[Caterer name] ("Caterer")

Signature: _____ Printed name: _____ Date: _____

This template is a general starting point, not legal advice — customize it and have it reviewed for your situation.