

## 1 PAYMENT & DEPOSITS

**(1a) Deposit:** 50% deposit of the order total is required at signing of contract. Deposit is applicable towards final balance.

**(1b) Payment Method:** Remaining balance is due upon delivery or the following day of the event. Payment is based upon estimated charges. If additional services or time (i.e. extra time for truck rental) is required, this cost will be added to the total cost, for which payment is due upon receipt of final invoice after event. Additional services and/or time must be agreed to in writing as either an addendum to this agreement or in a separate document. Payment may be made by cash, check or credit card.

## 2 MENU & INGREDIENTS

**(2a) Menu Selections:** Final menu selections must be made at least (10) business days prior to the function date.

**(2b) Menu Pricing:** The menu price quoted is based on the estimated guest count. If the guaranteed guest count is significantly less than the estimated guest count, we may have to reprice the menu as fixed costs must be amortized over reduced attendance.

**(2c)** Because Plum Catering uses seasonal ingredients, we reserve the right to substitute ingredients and/or raise prices (with your input and approval) in the event that food prices rise substantially between the time of the signing of the contract and the date of the event. We will also notify you in the event that a menu item must change or is no longer available due to availability.

## 3 CANCELLATIONS

**(3a) Cancellations of Event Catering:** This contract may be canceled given written notice to Plum Restaurants. A partial refund of the deposit (47% of the order total) will be returned in the event of a cancellation\*, if notice is given over (60) days prior to event. If the event cancels within (59) to (30) days of the event, one half (50%) of the deposit will be refunded. Cancellations made less than (29) days or less prior to the event will result in no refund of the deposit.

In addition, client will assume responsibility of costs and fees associated with the cancellation of rentals and/or purchases through third-party entities.

\*(3%) of the deposit is retained for services dedicated thus far in the curation of the event.

**(3b) Cancellations of Pick-Up Orders:** Cancellations made more than (10) business days prior to the scheduled pick-up date will result in full refund of the deposit. If notice is given (9) to (3) days prior to the scheduled pick-up date, (50%) of the deposit will be refunded. Cancellation within 72 hours of scheduled pick-up date will result in no refund of deposit.

## 4 EVENT ATTENDANCE

**(4a) Attendance Guarantee:** A minimum guarantee of guests will be due no later than (10) ten working days before the function. This number is not subject to reduction. If Plum Catering does not receive a guaranteed number by this deadline, the estimate at the time of booking will become the guaranteed minimum attendance. We will make every effort to accommodate any last minute increases in the guest count.

## 5 FEES & GRATUITY

**(5a) Catering Service Fee:** A 20% Service fee will be applied on all food, beverage & liaison of additional services. The catering fee covers paper goods, packing for your event, shopping for food, clean up, site visits, travel expenses, etc. The catering fee is not a gratuity and is subject to state and local tax laws.

**(5b) Gratuity:** Additional gratuities are not included in the estimate or total. Gratuities are always left to the client's discretion, and although not required, are graciously accepted by our staff for a job well done. If you are happy with your service and would like to provide a gratuity, you may do so as a percentage of the total or individually to staff members. The gratuity can be added to your payment or given to staff members on the day of the event.

## 6 DELIVERY, SET UP & TRAVEL

**(6a) Drop-off Equipment Rental:** Rental of non-disposable items, such as chafing dishes or serving dishes must be returned or arranged for pick-up during business hours of Monday-Friday 9:00am-6:00pm. After hours returns or pick-up will incur a \$25 fee. Delivery and drop-offs beyond 10 miles will incur an additional travel fee of \$1.00 per additional mile of travel. Deliveries requiring ferry travel will incur an additional charge.

**(6b) Minimum cost for renting the Plum Bistro Truck is \$5,200.** This includes 5 hours on site — 1 hour set up, 1 hour break down, 3 hours of service — as well as travel within a 40 mile radius. Staffing includes 2 cooks and 1 server. Additional Labor is subject to each employee per hour needed.

Each additional hour the truck is on site is \$300 and includes 2 cooks and 1 server.

**(6c) Event Catering Travel:** Plum Bistro Truck is limited to a travel radius of 40 mile, which includes King County and Tacoma. Events outside of the 40 mile radius will incur an additional fee of \$1.00 per mile. Locations requiring ferry travel will incur an additional charge.

## 7 MENU TASTINGS

**(7a) Food Truck Catering:** For confirmed food truck catering events we offer tastings of 3 entrees and 3 sides for 2 guests for \$50.

**(7b) Other Event Catering:** For non-truck catered events (ie. Plated Dinner Catering), we offer menu tastings for \$100 for 2 guests that includes 2 starters, 2 entrees and 2 desserts. Since we do not stock specialty items or out-of-season produce, this charge is to offset out-of-pocket expenses. Upon signing a contract with us, 100% of the tasting charges will be applied to your balance due.

## 8 BILLING PROCEDURES

**(8) Billing Procedures:** A 50% deposit will be required at the time of signing the contract, and the balance of the estimated charges is required immediately following the function. A final invoice will be sent prior to the event to show the remaining balance. Any additional charges (additional rental time, menu changes, etc.) incurred after final invoice is sent will be added to final total.

## 9 PERMITS & LICENSES

**(9) Permits or Licenses:** In the event that client's function requires a permit or license from any governing body, local, state, or federal, client is solely responsible for obtaining such license or permit at client's expense.

## 10 AGREEMENT

**(10a)** This contract is binding contingent upon contract returned in its entirety without any changes.

**(10b)** I have received, reviewed, and understand Event Guidelines and Policies. I agree to adhere by the Event Guidelines and Policies.

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

Date: \_\_\_\_\_

Catering Manager: \_\_\_\_\_

Date: \_\_\_\_\_