



## 2024 Full Service Catering Contract

*Thank you for choosing Moveable Feast & Co. to cater your occasion! Below are our contract terms.*

### FOOD POLICY

MOVEABLE FEAST & CO. requires a \$1000 food minimum to qualify for full service catering. Menu + prices are subject to change due to seasonal availability + current market costs. Substitutions may be required due to quality of product + seasonal availability. MOVEABLE FEAST & CO. is not responsible for providing or serving items not listed on your estimate.

### SERVICE POLICY

MOVEABLE FEAST & CO. requires a 4-hour minimum for service staff + all service staff is paid port to port. Our service estimate is based on the client event timeline + all service staff is confirmed for contracted service times. Should an event timeline extend beyond the contracted service times, the client will be charged the following business day with the authorized credit card on file and a final invoice will be provided.

An 18% service charge is applied to all food, beverage, service, + rental costs is required for all full service catering events.

### RENTALS

All rental needs + costs are subject to your venue requirements, event design, guest count + timeline. Rental items are subject to change upon final menu selection + securing all logistics. MOVEABLE FEAST & CO. requires a kitchen on-site for full service catering; otherwise adequate satellite kitchen equipment must be rented.

### CANCELLATION

MOVEABLE FEAST & CO. will honor a request to cancel if submitted 2 months in advance. Client will be refunded their deposit less a \$100 cancellation fee. Cancellations submitted less than 2 months prior to the event date will forfeit the total amount paid.

### FORMS OF PAYMENT

We accept cash, check, cashiers check or credit card. All payments by credit card will incur a 4% processing fee. Please make checks payable to MOVEABLE FEAST & CO. To submit your payment in person, please arrange a time in advance to do so. MOVEABLE FEAST & CO. is not responsible for payments delivered + not personally received by a staff member. A credit card is required while booking the event but will not be charged unless it is the desired form of payment. If payment for the final balance is not received within one week of the final invoice, the credit card on file will be charged the remaining balance + 4% processing fee.

### PAYMENT SCHEDULE

1ST INSTALLMENT | A 50% DEPOSIT OF THE ESTIMATED TOTAL AMOUNT IS DUE WITH PAYMENT INFORMATION + SIGNATURE BELOW TO SECURE YOUR EVENT DATE

\$ 12,292.12

2ND INSTALLMENT | FINAL GUEST COUNT + MENU SELECTIONS ARE DUE 10 DAYS PRIOR TO EVENT DATE. A FINAL INVOICE IS TABULATED + SENT THE FOLLOWING BUSINESS DAY. \*FOR EVENTS THAT EXCEED A TOTAL OF \$5,000, A SECOND PAYMENT WILL BE MADE 1 WEEK PRIOR OF THE BALANCE LESS \$1,000. ONCE THE FINAL NUMBERS ARE ADJUSTED, THE BALANCE OF \$1,000 PLUS ANY ADJUSTMENTS MADE DAY OF EVENT ARE CHARGED FOLLOWING THE EVENT.

\$ 12,292.12

*I have read + understand the terms above + agree to all conditions stated in this contract.*

CLIENT SIGNATURE |

DATE |

Please charge card below for all payments ☐

Check enclosed ☐

Cash enclosed ☐

Credit Card No.

Exp

/

CSV Code

Billing Address Zip Code

Name on Card