



# Dreams Catering

The Caterer That Friends Recommend!

## Policies & Contract

Invoice ( #                    )

### Part A

#### Food Allergy

Dreams Catering will not be responsible for providing food for people with food allergies. It is the responsibility of the client to inform all guests that our food may contain nuts/peanuts and or fish/shellfish ingredients in our kitchen at any given time.

(            ) initial

#### Catering Pricing

Each event catered by Dreams Catering Limited is costed out and priced by the number of people that are estimated to attend the function. In the event there is less than 100 people or a minimum 10% decrease in the number of people, Dreams Catering Limited has the right to adjust and increase the price per person accordingly.

(            ) initial

#### Pricing

When booking in advance, Dreams Catering Limited cannot guarantee the current price due to major fluctuations in pricing from our suppliers, we will recommend an alternative product or menu.

(            ) initial

#### Deposit and Cancellation

#### We accept Cheque, Cash, Visa & Master Card

Dreams Catering Limited will provide food, service and rental items etc., on a specified day and times only. This contract will be valid only after it is signed by the client and Dreams Catering Limited and a 25% deposit of the total contract has been received. Dreams Catering Limited requires an additional 50% of the total contract be paid 30 days prior to the event. The final food orders and remaining 25% to be paid 10 days prior to the day of the event, or a valid Credit Card number given. Failing this condition, Dreams Catering Limited may not provide catering services on the said date

(            ) initial

Card # \_\_\_\_\_ exp date \_\_\_\_\_

#### Deposit Exemptions (Federal & Provincial Government Agencies Only)

Events catered on behalf of Federal and/or Provincial Agencies will not have to provide a deposit for said event, however, there must be a contract signed by an authorized signing officer on behalf of the Agency. Should the said event be cancelled by the Agency, an invoice will then be sent to the Agency, representing 25% of the total invoice amount, or the cost of food purchased and any labor paid for this event, whichever is greater. 2% per month will be charged on any accounts not paid over 30 days.

(            ) initial

#### Cancellation

If the said client, for any reason cancels the contract with Dreams Catering Limited, the 25% deposit will be retained by Dreams Catering Limited and is non – refundable. Clients that are not Federal or Provincial and do not require a 25% deposit to book an event with Dreams Catering will be invoiced 25% of the total invoice amount, or the cost of food purchased and any labor that has been paid out, whatever is greater, if the said client cancels for any reason the event that is to be catered to by Dreams Catering, 10 days notice prior to the event must be given and only then, 50% of the total payments received will be returned to the client. If the cancellation is less than 7 days prior to the event the full amount will be retained by Dreams Catering Limited. (            ) In the event Dreams Catering Limited cannot fulfill the agreed upon contract for any reason, all money given as a deposit will be returned in full to the client. The client waives any right to legal action against Dreams Catering Limited, the owner, and or any parties connected with Dreams Catering Limited.

(            ) initial

#### Surplus Food

Dreams Catering Limited is contracted to provide food and service for the client on a specified day and for a specified event only. In the event there are “no shows” which results in surplus food, the client is still responsible to pay the contracted price. Dreams Catering Limited takes all “surplus food” at the end of the catered event. In the event the client requests the ‘surplus food” equivalent to the number or guests that did not show, Dreams Catering Limited has the right to decide a reasonable portion size per person. Dreams Catering Limited hereby disclaims any liability for handling, quality or freshness or any “surplus food” requested by the client after the conclusion of the catered event.

(            ) initial

Dreams Catering Ltd.

By Appointment: 53 Vaudry Drive, Pembroke, Ontario K8A 6W4

Tel / Fax: 613-732-3809 ~ info@dreamscatering.com ~ www.dreamscatering.com



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## Part B

### Client Provides Food

In the event the client provides a portion of the menu for an event catered by Dreams Catering Limited, Dreams Catering Limited hereby disclaims any responsibility for the handling of the clients provided food, as well as all food provided for the event by Dreams Catering Limited.

(  ) initial

### Dish Rental

The cost to rent plates and cutlery with dish pick up is \$3.50 per person + taxes. It is the responsibility of the said client to set their own tables with Dreams Catering cutlery. Dreams Catering can provide cutlery set up for an additional charge.

(  ) initial

### Clean Up

Should the said client be renting plates and cutlery from Dreams Catering Limited, Dreams Catering Limited will bring all dishes and cutlery to the event in the Pembroke – Petawawa area and remove them at the end of the event. Events that are not in the Pembroke – Petawawa area will have an additional charge to the client for delivery costs.

Dreams Catering is more than happy to offer seconds to your guests, however, we only provide the amount of dishes ordered. So please announce to your guests to bring their plate with them for seconds.

Dreams Catering now includes the cost of dish pick – up in the price of their dish rental. If the client provides dishes, a charge of \$0.75 per person will be added for pick-up.

(  ) initial

### Personal Property & Rental Liability

If the said client directs Dreams Catering Limited to use the clients personal property, (i.e.: glassware, kitchen equipment etc.) Dreams Catering Limited shall not be liable for any breakage or damage to or loss of any property. The client takes full responsibility for any items rented from Dreams Catering Limited or any equipment supplied, any lost or damaged items will be replaced or the client will be billed the cost of repair to damaged rental items. We suggest an inspection of all rented equipment prior to the use, so as to limit discrepancies that may arise.

(  ) initial

### Paper Products Provided By Client

If the client plans to provide and use paper plates and plastic cutlery for their catered event, we require the paper products be dropped off at our kitchen prior to the event so we can inspect and get them ready.

(  ) initial

### Hall & Tent Site Setup

Prior to catered event, a viewing and plan of the hall or site set up and electrical services is required to ensure adequate space is available for efficient set up.

(  ) initial

### Table and table Coverings

Dreams Catering does not provide tables or table coverings. Clients are responsible for providing Dreams Catering with an appropriate amount of tables to properly serve & display food. Client is responsible for providing all skirting and table coverings.

(  ) initial

### Tent Service

We require a tent (20' by 20') or some type of clean shelter to serve and properly protect the food from being harmed in the event of bad weather (rain, wind, or heat) the tent of shelter must have sides. We require proper amounts of tables to adequately display and serve our food. Eight tables (24" by 72"), electricity, and garbage cans are to be supplied by the client. A holding area must also be provided for our additional food.

(  ) initial

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## Part C

### Function Timetable

We require a schedule of the events of the day. This schedule should include when you plan to arrive at the hall, the blessing, Bridal introductions, the time dinner is to start, & when speeches are to begin & end.

( ) initial

### Contact Person

Prior to the starting of the catering event, we would like to know who the Master of Ceremonies or contact person is and speak with them. This allows the person who is in charge and representing Dreams Catering to go over announcements or changes to the catered event.

( ) initial

### Delay of Event

Dreams Catering Limited disclaims any responsibility or liability or quality, or freshness of food in the event the agreed serving time is delayed for any reason, should the agreed serving time be delayed, the client will be billed a minimum charge of \$100.00 per half hour to cover time for staff.

( ) initial

### Wine Glasses

If Dreams Catering is contracted to remove wine glasses from the dinner tables, an announcement must be made prior to the dinner notifying guests, If the guest wishes to keep the glass, we will leave the glass with them and the responsibility will be left with the client.

( ) initial

### Wedding Cakes

Dreams Catering will not charge to cut & serve a cake that we provided to a function. A \$50.00 charge will be added if we are asked to cut & serve a cake provided by someone else. A charge will be added if we are to provide plates and cutlery for a cake not provided by Dreams Catering.

( ) initial

A numbered invoice with a signed contract from part of this receipt and is a true copy of this contract and hereby acknowledged by the client and Dreams Catering Limited. The client or any person signing this contract on behalf of a client, shall not alter or adjust this contract in any way. Any alteration of this contract by client shall deem this contract null and void.

### Client Signature:

I hereby agree to and accept the policies set out by Dreams Catering Limited.

\_\_\_\_\_ Date \_\_\_\_\_

### Dreams Catering Limited Signature:

\_\_\_\_\_ Date \_\_\_\_\_

Invoice / Quote Number: ( )

Please look at Invoice for details, date & times, initial, sign, Please call before faxing or e-mailing back part A, B, & C Fax #.

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