



Catering Contract

Outwest Catering Services LLC

EVENT NAME:	EVENT DATE:	EVENT TIME:
EVENT ADDRESS:		EST ATTEND:
BILLING NAME:	ORGANIZATION:	
BILLING ADDRESS:		FINAL COUNT DATE:
CONTACT PHONE #:	CONTACT FAX #:	
<input type="checkbox"/> QUOTE <input type="checkbox"/> CONTRACT		TYPE OF FUNCTION:

Outwest Catering Services agrees to provide the above named individual and/or organization the food service items named in this contract. All orders will be charged for the estimated count if the caterers have not been notified with the final count within seven (7) days of the event. If attendance falls below the anal count. the customer will be charged for the guaranteed amount. Outwest will prepare up to 10% over the guaranteed number of attendees to cover any unexpected guests.

Outwest Catering Services can provide table linen service at \$5.00 per table with a minimum of \$20.00 per event.

No staff is guaranteed for orders less than \$100.00. A delivery fee \$20.00 will be assessed on outside catering events within Pendleton City limits. An additional delivery fee will be charged \$.50 per mile beyond Pendleton City limits. Outwest Catering Service will assess a gratuity of 15% to all orders.

If requested, Alcoholic beverages shall be served in accordance with the OLCC regulations and laws. There is a \$150.00 minimum for a Cash Bar set up and shall be added to the banquet billing. Prices may change without notice prior to a finalized contract.

Payment of a 20% deposit must be made 14 days prior to the event.

Representative of named organization _____

agrees to all terms and conditions as of this date _____

Outwest Catering _____ Date _____