



# Lynn's Café & Quality Catering

Joe and Cathy Willett, Owners

800 Broadway Avenue | McKees Rocks, PA 15136

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## Event Contract

### Terms and Conditions

1. All menu selections must be submitted 3 weeks prior to scheduled event. At this time you will need to provide an approximate number of guests expected at your event. All menus are subject to appropriate service fees and taxes, and are subject to change.
2. The final guaranteed number of guests must be provided no less than 10 days prior to your event. This final guarantee is not subject to reduction at this point. All charges will be based on this guarantee or the actual number of guests served, whichever is greater.

### Deposits and Payments

1. \$100.00 deposit will be required to hold reservation of event if booked outside of 6 months, otherwise the following steps 2 or 3 will apply
2. 50% of the total is required 90 days prior to the event
3. 75% of the total is required 30 days prior to the event
4. Balance is due 10 days prior to function

### Cancellation and Terms of Contract

1. Full deposit will be refunded **3 months** prior to the date of your scheduled event
2. 50% of total deposits returned if event is canceled **within 90 days – 30 days** prior to the date of your scheduled event
3. Total deposits are retained if event is canceled **less than 30 days** prior to the date of your scheduled event
4. Customer agrees to return all equipment and property to Lynn's Café & Quality Catering the day after the event.
5. Equipment returned beyond one week after the event is subject to a rental fee.

## Lynn's Café and Quality Catering Banquet Contract

Name of Party: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Address: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Est. # of Guests: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Address of Event: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

I understand and agree to all terms and conditions as listed above:

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