

Contract and Policies 2019



Event Date:

Client(s) Name:

Event Location Address:

Contact Information:

Menu Pricing, Service Charges and Taxes:

Menu costs are subject to change based on availability and current market prices.

13% HST will be added to all food and beverage purchases, service charges, gratuities and rental fees. Where service is provided, an 18% service charge/gratuity is placed on all food purchases.

Travel Time and Mileage:

.65/km per car will be charged for all events outside of the Gravenhurst Town limits. Exact travel time will be accounted for on the final invoice at the appropriate hourly wage/staff.

Deposit Schedule:

A 50% initial deposit of the full invoice/estimate is required at the time of contract signing. This secures your event date with North Catering. A further 25% is required 30 days prior to the event, and the balance is due 3 business days before the function date during 9am-5pm business hours.

Alternately, at a minimum of three months in advance of an event, clients may choose to pay the full estimated amount upon contract signing, and thereby receive a 10% discount on all charges calculated at the time of signing.

A final invoice reflecting exact hours worked will be rendered within one week of your event date. Any balance on the account (debit or credit) is to be paid within 10 business days. Balances of \$25 or less, in favour of the client or North, will be deemed zero. All payments made to date are non-refundable.

Payments made on events that are subsequently cancelled by the client are non-refundable.

Payment Terms:

The following forms of payment are accepted by North Catering: debit, Visa, Mastercard, cash, money order and EFT.

Cash, cheque and EFT payments must be accompanied by a credit card number which will be held on file.

In the event that any payments should fail to be made, work and services will be stopped until payment is received.

Guest Numbers:

Final guest count is due 3 business days before the event date – with a 12 noon cut off time. We will do our very best to accommodate late additions which will be charged accordingly, however if guest numbers decrease, you will be charged for the number provided at the time of the 3 business day cut off.

Damages:

The convenor or host of the event assumes responsibility for any damages to the event property and buildings. The client/convenor/host agrees to indemnify North Catering from any and all liabilities, fines, suits, claims, demands, costs and actions arising out of any damage to property or injury to persons or any nature or kind whatsoever.

All alcohol is served in accordance with provincial liquor laws and Smart Serve guidelines. North Catering reserves the right to refuse the service of alcohol to minors and guests who appear inebriated.

Further, North Catering is not responsible for any damage to property entrusted to them or its agents and employees, nor for any damage or loss of any property by theft or otherwise.

Liquor Service: Initial:

North Catering does not provide bartending service and is not responsible any liability incurred with alcoholic beverage service.

Allergies and Dietary Concerns: Initial:

While every effort is made to acknowledge food sensitivities and allergens and to prepare food without cross contamination, North Catering cannot guarantee cross contamination has not occurred and does not assume liability for adverse reactions to foods consumed or items one may come into contact with while eating food prepared by North Catering.

North Catering is not responsible should someone with an allergy or dietary sensitivity consume our food. It is the responsibly of the client to inform their guests that the food may contain nuts/peanuts, fish/shellfish, dairy, gluten etc and the guests responsibility to ensure they are aware of what they are eating.

North Catering cannot be held responsible should the client, guest or venue provide foods that contain items that can cause cross-contamination despite North Catering’s best efforts to avoid the same.

North Catering cannot guarantee cross contamination does not occur once the food has left its control.

Please complete and return the attached Schedule ‘A’ a minimum of 72 hours prior to your event.

It is at the discretion of North Catering whether or not to leave unconsumed food. North Catering adheres to all health regulations as outlined by the South Muskoka District Health Unit.

Menu Tasting:

Clients are welcome to book a complimentary tasting for two (2) within 60 days of their scheduled event. This is a preview of the selected plated menu only, and is based on the restaurant’s daytime availability.

We look forward to the opportunity of working with you, and thank you for selecting North Catering.

Please note that the booking cannot be confirmed without a signed back copy of this contract.

Client Signature: _____ **Date:** _____

North Representative: _____ **Date:** _____



Schedule 'A'

Guest Name	Allergy/Dietary Restriction and Allergy Details	Is this an anaphylactic allergy?	Does this guest carry an epi-pen?

Please complete this form and return it to info@northcatering.ca This form must be received 72 hours prior to the catered event.

It is the guests' responsibility to identify themselves to the Catering Coordinator on-site