24 Carrots Catering

Client & Event Information

Name:		Phone:	
Email:			
Event Date:		Event Time:	
Event Location:			

Services Provided

24 Carrots Catering agrees to provide food and beverage services as outlined in the finalized event proposal and/or menu.

Hors d'oeuvres may be served stationary and/or passed, based on menu selections.

Buffet service is attended by our staff, and guests are welcome to enjoy additional servings. Table release coordination can be provided upon request; however, coordination by a DJ or wedding planner is preferred to ensure optimal flow.

Services include professional setup, staffing, service, breakdown, dishwashing, and cleanup as specified in your proposal.

The client and/or venue is responsible for providing all necessary tables and linens for hors d'oeuvres and buffet service.

Table Requirements

Table requirements are based on guest count and are necessary to ensure proper setup and guest flow.

Guest count up to 125:
• One (1) 6–8 ft table for hors d'oeuvres (round or rectangular)
• Two (2) 8 ft rectangular tables or three (3) 6 ft rectangular tables for buffet service
Guest count 125–200:
• Two (2) 6–8 ft tables for hors d'oeuvres (round or rectangular)
• Three (3) 8 ft rectangular tables or four (4) 6 ft rectangular tables for buffet service
Guest count 200–300:
• Three (3) 6–8 ft tables for hors d'oeuvres (round or rectangular)
• Four (4) 8 ft rectangular tables or five (5) 6 ft rectangular tables for buffet service

Guest Count & Menu Finalization

Final guest count and menu selections are due no later than three (3) weeks prior to the event.

This number will serve as the minimum guarantee for billing. Increases may be accommodated based on availability and will incur additional charges.

For plated dinners, the client must provide:

• A complete seating chart

• Guest meal selections by seat

• Clearly labeled place cards or indicators at each setting

Approximately three (3) weeks prior to your event, we will schedule a final details meeting to review your timeline, menu, and all final logistics to ensure everything runs seamlessly.

This meeting may be held in person or over the phone, based on your preference and Creating the Best Day Ever and take place after your final details meeting with your venue and/or coordinator so that all information is confirmed and accurate.

Payment Terms

• A 20% non-refundable deposit is required to secure your date and services

• Final payment is due seven (7) days prior to the event, unless paying via cash or check on the day of the event. If paying the day of, payment must be provided prior to the start of service

• Accepted payment methods: Credit Card (+2.99% processing fee), Venmo, Cash, or Check

• Late payments may incur a 5% weekly fee

Client Initials:

Cancellation Policy

All deposits are non-refundable. Written notice of cancellation is required.

If cancellation occurs within fourteen (14) days of the event, 50% of the total contracted balance will be due.

Client Initials:

Gratuity

Gratuity is optional and left to the client's discretion.

No other service fees will be added.

Dietary Restrictions & Allergies

We are happy to accommodate known dietary restrictions with a minimum of three (3) weeks' notice, including vegetarian and vegan options.

For these guests, the client must provide a detailed seating chart, as specialty meals will be plated separately and served just prior to buffet service.

While we take all necessary precautions, we cannot guarantee an allergen-free environment.

Rental Equipment

We are happy to coordinate rental equipment or collaborate with your selected vendors.

All rental charges will be reflected in the final invoice unless otherwise arranged.

Leftovers

Leftover food may be packaged upon request in full-size aluminum pans provided by 24 Carrots Catering.

Once food leaves our control at the conclusion of the event, 24 Carrots Catering is no longer responsible for food safety or handling.

Liability

The client assumes responsibility for any damage caused by guests or third-party vendors.

24 Carrots Catering is not liable for circumstances beyond our control, including but not limited to weather, power outages, or venue-related issues.

Client Initials: _____

Agreement

By signing below, the client acknowledges and agrees to the terms outlined in this agreement.

Client Signature: _____

Date: _____