



Creating the Best. Day. Ever.

Event Catering Agreement

Prepared for elevated full-service and drop-off catering events

Client & Event Information

Client Name: _____

Phone: _____

Email: _____

Event Date: _____

Event Time: _____

Event Location: _____

Service Overview

24 Carrots Catering is delighted to provide exceptional food and beverage service as outlined in the finalized event proposal and/or menu.

Hors d'oeuvres may be presented stationary and/or passed, depending on the selected menu.

Buffet service will be attended by our staff, and guests are welcome to enjoy additional servings throughout service.

Table release coordination may be arranged upon request; however, coordination by a DJ or wedding planner is preferred to ensure an

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 essential 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

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

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

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 guest count.

For plated dinners, the client must provide a complete seating chart, guest meal selections by seat, and clearly labeled place cards or information cards.

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

This meeting may be held in person or over the phone, based on your preference and availability, and should take place after your final guest count is confirmed.

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 on the day of the event, a 5% late fee will apply.

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: _____

Service Fee & Gratuity

A 20% service fee applies to all full-service events and covers staffing, setup, service, tableware handling, dishwashing, and breakdown.

For drop-off services, a reduced 5% service fee will apply.

Gratuity is not included and is left to the client's discretion.

Dietary Restrictions & Allergies

We are pleased 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 the main course.

While every reasonable precaution will be taken, 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: _____