



AroundDinner.com

PO Box 61002 Raleigh, NC 27661 ■ (919) 556-1609 ■ Info@AroundDinner.com

CATERING CONTRACT

Guaranteed Attendance

Final head count for an event, which becomes your guaranteed number when calculating the bill, must be received three full working days prior to the event. If attendance is more than the guaranteed number, we will make every effort to accommodate your group. However, we cannot guarantee availability of additional items as specified in the original order and will substitute accordingly.

Late Bookings

We encourage placing your order as early as possible. A minimum of two weeks planning is required for some meals. We reserve the right to refuse events that are requested late or exceed our capacity to provide the service.

Cancellation Fees*

All cancellations must be received at least 3 work days prior to the event date. This will result in a charge of 50% of the total bill.

Cancellations on the day of the event will result in a charge of 100% of the total bill.

Payment

Payment may be made in cash, money orders or business checks. Money orders and checks should be made payable to *Around Dinner Company*. NO PERSONAL CHECKS WILL BE ACCEPTED. All applicable state sales tax will be added.

Delivery

All catered items to be delivered will arrive at the event location at least ½ hour prior to the event unless otherwise noted. There is no charge for delivery.

Set Up

Set up of food tables is not included with delivery, but can be provided for an additional fee of \$25 per hour.

Decorations

We are not responsible for nor do we provide decorations of any kind.

Food & Beverages

All food and beverages will be prepared and supplied by Around Dinner. Please consult with the Catering Advisor for special needs.

Alcohol

We do not provide alcoholic beverages.

Paper/Plastic Goods

Utensils, plates, cups and napkins are not included, but can be provided upon request at an additional cost of \$1 per person.

Wait Staff

Serving staff can be provided at an additional fee of \$75.00 per staff member for the first 4 hours. Set up fees are waived when wait staff is retained.

Flatware/Chinaware/Glassware/Linen/Chaffing Dishes

Flatware, Chinaware, Glassware, Linen and Chaffing Dishes can be rented upon request.

Catering Reservation

Please review your catering reservation. Contact the Catering Advisor at (919) 556-1609 to make changes or corrections.



AroundDinner.com

PO Box 61002 Raleigh, NC 27661 ■ (919) 556-1609 ■ Info@AroundDinner.com

Initial Here ___ **ENTRÉES**

Initial Here ___ **SIDES**

Initial Here ___ **DESSERTS**

Initial Here ___ **BEVERAGES**

SPECIAL NOTES: _____

NAME OF EVENT: _____

LOCATION OF EVENT: _____

DATE OF EVENT: _____

TIME OF EVENT: _____

GUARANTEED MINIMUM: _____

CONTACT PERSON: _____

Name

Telephone Number

Customer's Signature

Date

Catering Advisor's Signature

Date