

# *Private Affairs Client Agreement Form*

## *Party Requirements & Policies*

### DIRECTIONS

- In order to facilitate prompt service, we would like to receive directions at least 10 DAYS PRIOR to your scheduled event (party, cooking class or food delivery).

### TIME

- We are dedicated to superior service and take pride in our work. We, therefore, arrive on time for parties, cooking classes and other services. It is important that you and your guests be prepared to arrive on time for events such as private cooking classes and the like. The time of the event will begin at the time specified. If guests are late, the event will need to start without them. This will lead to prompt service and accurate billing. If you need us to start late (and therefore end late), overtime charges will apply.

### DELIVERY

- Delivery services for food of the week or certain catering jobs require a \$75 travel fee. This fee is added to your overall bill so you do not have to pay the delivery person at the time of the event. Delivery services include the delivery of product at the specified time; set up of food and equipment if necessary and the pick up of CLEANED equipment.

### STAFF

- Staff duties include set up of serving areas, kitchen preparation, heating and serving of the food, general cleaning up after guests and final clean up of the kitchen and serving areas. The fee for staff is \$150 each plus gratuity. The staff is to be paid separately on the day of the event. If additional time is required for a party that runs over the scheduled time, they will be paid \$35 per person, per hour. Please note that gratuity is not included in this price. The staff is professional and dedicated to superior service. Please respect their service.

### EQUIPMENT

- We will provide, at no additional charge, chafing dishes with fuel, serving utensils, serving dishes and bowls, breadbaskets, serving trays, linens and table décor sometimes including flowers, greens, candles and props. If your event does not include staff, you are responsible for returning the

equipment to us CLEANED and in the same condition it was delivered to you. (In cases of delivery/pick ups, arrangements will be made upon delivery for pick up of CLEANED equipment). If equipment is returned damaged or unclean, additional fees will apply.

## PAPER PRODUCTS

- We can provide paper products for your event. We use high quality disposables (white only) including dinner napkins, cocktail napkins, forks, spoons, knives, dinner plates, dessert and hors doeuvre plates and bowls. The paper product fee for an event is \$1.50 per person plus tax. (We also offer high quality clear plastic plates for \$2 per person)

## BILLING & PAYMENT

- A deposit of 50% of the estimated balance is required to secure the date of the event. We accept cash, check or credit (Visa/MasterCard).
- The balance of your bill is due THE DAY OF THE EVENT, and can be paid by cash or check. If you would like to pay the balance by credit card, please discuss this with Susan prior to the event.
- As stated above, the fee for staff is \$150 each plus gratuity. The staff is to be paid separately on the day of the event. If additional time is required for a party or cooking class event that runs over the scheduled time, they will be paid \$35 per person, per hour. Please note that gratuity is not included in this price.

## AGREEMENT

I understand that Private Affairs Catering prides itself on superior service and is dedicated to pleasing me, the customer. I furthermore recognize that in order to provide accurate billing and sustain high standards in staff, equipment and the like, the policies stated above need to be upheld. I therefore agree to the terms of service.

*Client Signature* \_\_\_\_\_ *Date* \_\_\_\_\_