

Private Affairs Client Agreement Form

Private Cooking Class Requirements & Policies

DIRECTIONS

- In order to facilitate prompt service, we would like to receive directions at least 10 DAYS PRIOR to you scheduled cooking class.

TIME

- We are dedicated to superior service and take pride in our work. We therefore arrive one hour prior to the scheduled start time to set up. It is important that you and your guests be prepared to arrive on time. The time of the event will begin at the time specified. If guests are late, the class 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.
- Start time is no later than 6:30 pm.

CLASS SIZE

- There is a minimum of 15 confirmed persons @ \$50 per person or \$750 for a class of up to 15 people.
- Classes can be up to a maximum of 100 people.

PRIVATE AFFAIRS RESPONSIBILITIES

- Private Affairs will provide all serving dishes and serving utensils as well as all pots and pans required for the demonstration.
- We will transfer the food into the Client's dishes before we leave. If the Client chooses to have the food in Private Affairs' dishes, you are responsible for returning the dishes to us within one week CLEANED and in the same condition it was delivered to you. If dishes are returned damaged or unclean, additional fees will apply.
- We will provide typed copies of all recipes.
- 6 recipes are demonstrated in class with additional bonus recipes included.

CLIENT RESPONSIBILITIES

- **Client must confirm the final number of guests ONE WEEK PRIOR to the cooking class. That is the number for which food will be provided and for which you will be charged.**
- Client must provide all beverages, including coffee pot service.
- Client must provide paper products and dishes.
- Client must provide a 6 foot table with an outlet as well as a working kitchen.
- Client must pick a theme for the cooking class.

BILLING & PAYMENT

- A deposit of \$250.00 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 CLASS, and can be paid by cash or check. The Client is responsible for collecting money before the class and giving the entire remaining balance to Private Affairs. If you would like to pay the balance by credit card, the balance will be due the day before the class. Please discuss this with Private Affairs prior to the class.

AGREEMENT

I understand that Private Affairs 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 _____