

Parkway Café Catering  
 Phone: (704) 424-9862  
[order@parkwaycafeonline.com](mailto:order@parkwaycafeonline.com)

# Catering Contract

Contract Date \_\_\_\_\_

Requestor Name	_____	Total Amount:	\$ _____
Requestor Phone Number	_____	Retainer:	\$ _____
Requestor E-mail Address	_____	Deposit:	\$ _____
Event Type or Organization	_____	Deposit Due By:	_____
Billing Name	_____	Balance:	\$ _____
Billing Address	_____		
Estimated Number of Guest	_____	*** Final Guarantee of Guests	_____
Date of Event	_____	Serving Time	_____
Event Location	_____		

Event Will Be (Check One)     Breakfast     Lunch     Dinner

Menu	Requestor Will Provide	Parkway Café Catering Will Provide
Main Course		Tables _____
		Chairs _____
		Tablecloths _____
		Color: _____
		Linen: _____
		Napkins _____
		Color: _____
		Linen: _____
Side Dishes and Desserts		Centerpieces ___ Yes ___ No
		Paper Mats ___ Yes ___ No
		Paper Napkins ___ Yes ___ No
		Disposable ___ Yes ___ No
		Utensils _____
Notes		Request servers from Parkway Cafe Catering: ___ Yes ___ No

Price \$ \_\_\_\_\_ per meal    Options \$ \_\_\_\_\_    Requestor Signature \_\_\_\_\_

Parkway Café Catering Signature \_\_\_\_\_

Please make all payments payable to Parkway Café. A 50% deposit is required when placing the order. The remaining balance is due on the day of the event unless other arrangements are approved in advance. The remaining balance must be paid by cashier's check, money order or cash. No personal checks will be accepted on the day of the event.

For weddings and large events, a non-refundable \$100 retainer is due with the contract to reserve a date. A 50% deposit (including retainer) is required 30 days prior to the event.

In the event of a cancellation, a refund of 25% of the deposit will be refunded. Cancellation must occur 10 calendar days prior to the date of the event to receive this refund.

Changes to the order must be made no later than 7 days prior to the date of the event. Changes to the order within 7 days prior to the event will be subject to additional fees.

Any changes, additions or modifications must be done within three (3) business days of the contract date.

All food that is left at the end of service will be put into disposable pans and left at the service site. Parkway Café Catering will clean up site before leaving.