##

**Mitchell Hill BBQ**

**Portable Smoker Catering**

**&**

**Catered Deliveries**

* **DEPOSIT** $200.00 Non-refundable deposit due upon booking date
* **PAYMENT METHODS**

***MITCHELL HILL BBQ REQUIRES A CREDIT/DEBIT CARD NUMBER***

***IN THE EVENT OF ADDITIONAL FEES INCURRED***

* **Cash or Check:** (made out to Mitchell Hill LLC) can be mailed or dropped off at our restaurant
* **Credit Card Payments**: (add a 4% convenience fee) You may call the restaurant with your credit card information or stop by our restaurant.
* **Half The Total** is due no later than one (1) month prior to event
* **Final Balance** is due no later than two (2) weeks before event
* All payments made are nonrefundable and nonnegotiable
* Any modifications to the invoice can be done up to fourteen (14) days prior to event
* **FEES**
* MH BBQ requires a credit card to be on file at the time of booking.

 The card will only be used in the event of unforeseen circumstances such as:

* Should the serve time run later than scheduled the Client will be charged an additional fee of

 $50.00 per one half (1/2) hour

* Should extra guests be added be added to the guest list during the event
* **Service Charges**:
	+ There will be a $200.00 Onsite catering smoker fee
	+ There will a 18% service charge for all events/functions which require servers

 wait/staff

* **OUR AGREEMENT** is based on our services for four (4) hours.
* Caterer will arrive at the specified location two (2) hours prior to planned eat time.
* Caterer will set up, serve guests (1 hour)
* Caterer will clean up and remove all of our trash (1 hour)
* Caterer will package all leftovers from the buffet line for the Client
* Caterer reserve the right to discard any food items where food service protocols take precedent
* **CATERER TO PROVIDE:**
* Buffet tables and coverings, chafing set ups, and our own trash receptacle for our catering trash
* At client’s request, we will provide disposable styrofoam sectioned plates, salad bowls,

bean/chili bowls, white paper napkins, plasticware, salt & pepper, BBQ sauce and salad dressings.

* **CLIENT TO PROVIDE:**
* Schedule of Events as soon as they are available
* Trash receptacles for your guests
* There needs to be a designated area for us to leave the leftovers before we leave
* Space for our Vehicle and smoker near the serving area. Must have access to exit following our service

**POLICIES**

* **MENU:**
* **T**he Client may provide their own menu choices or choose from Mitchell Hill BBQ catering menu must be confirmed fourteen days (14) days prior to the event date
	+ - Modifications to the invoice can be done up to fourteen (14) days prior to event
* Due to the fluctuating cost and availability of food items, menu prices are subject to change. Caterer will notify Client as soon as price changes occur
* The Client has two (2) options:
	+ - When possible, clients can substitute other menu item(s) to maintain the agreed upon per person price
		- Client will pay the additional cost based on the changes made
* **PHOTOGRAPHS**: Mitchell Hill BBQ reserves the right to takes photos of events for advertising

 purposes.

* **CATERER LIABILITY:**
* Caterer maintains general liability and automobile insurance at appropriate limits
* Client absolves Caterer from any third-party claims, except for actions caused by caterer and/or

 the negligent conduct of its employees.

* **RENTAL EQUIPMENT:** In the event that additional catering equipment is needed for your event, we may provide all or part of the rental items. Client must return items within three (3) days following the event
* Chafing set ups…$10.00 each $100.00 charged to clients if not returned
* If caterer needs to rent extra equipment in order to accommodate your event we will give you an estimated cost of the rentals for your event. You may change/cancel those items at any time; however, certain items may incur restocking and cancellation fees. If caterer ais coordinating rentals on the behalf of the Client through a rental company, the Client may be required to pay the rental company directly. This information will be specified in the catering invoice.
* **CANCELLATION BY CLIENT / VENUE:**
* If the event is cancelled within 14 (fourteen) days of the event, all deposits and prepayments are

 forfeited

* All prepayments and deposits ARE NON-NEGOTIABLE AND NON-REFUNDABLE
* Any additional costs incurred by the Caterer in the preparation of the event will be charged to the

 credit card on file

* The Caterer reserves the right to terminate this contract for any reason. If the Caterer terminates this contract any time up to 30 days prior to the event date, all deposits and prepayments will be returned in full within 10 days. If the Caterer terminates this contract less than 30 days prior to the event date, all deposits and prepayments will be returned in full within 10 days as well as an additional $500 as penalty

**CONTRACT**

**Booking Date Fee**: Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reference # \_\_\_\_\_\_\_\_\_\_\_

**First Half Payment:** Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reference # \_\_\_\_\_\_\_\_\_\_\_

**Final or Full Payment:** Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reference # \_\_\_\_\_\_\_\_\_\_\_

**Credit Card Information**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *name on card*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

 *credit card number security code expiration date*

The Parties agree to the terms and conditions stated above as demonstrated by their signatures as follows:

**“CLIENT”**

Signed: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**“CATERER”**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **Enclosures:**
* Contact Sheet
* Schedule of Events Sheet
* Quote / Invoice
* Menu

Attach Receipts

01/4/2022