

PORTSMOUTH CATERING CO.

The Kitchen Restaurant Group
One Liberty Lane, Hampton, NH 03842

Event Date: _____

Overview/ Booking:

This agreement outlines the basic terms we use for our policies for booking events with Portsmouth Catering/ The Kitchen Restaurant Group. By signing below you are stating you understand and agree to the terms. \$1,500.00 is due to book your event. All deposits are considered Non-refundable. A deposit and signing of this agreement means you have already received and agree to a menu and pricing therein.

Guest Count/Payments:

After your initial deposit has been made, payments can be made in *any fashion up to two weeks prior to your event date where the balance is due. If open bar is in your agreement the costs for the bar will be due that night, a credit card will be kept on file for security. If your event is not paid in full two weeks prior to your event, it may result in a breach of contract and all costs and deposits will be lost.

Cancellation/Changes:

Should something arise where the event can not happen on that date, the owners of Portsmouth Catering will deem the severity of the circumstances and can possibly, without guarantee, rebook the date or refund anything beyond the 25% deposit in different manners, or with money. Different circumstances will have different results, we understand things happen.

Changes in your guest count may change the costs of your event. If your guest list drops it will decrease the overall costs, but the per person cost may increase. If your guest count grows beyond the agreed amount, the cost per person for food may decrease, but the costs for service may increase. Slight changes will often not effect pricing. This is just a precautionary statement.

Slight menu changes can happen along the way, pricing for the original agreement may change as well if the menu changes. There can not be a shift in pricing by more than 20% with changes or the event may be considered canceled unless otherwise agreed mutually.

If Portsmouth Catering cancels the event due to breach of contract, circumstances beyond our control or conflict in relations between the parties, a full refund will be issued less deposit. In over 300 events this has never happened.

Any changes to the event beyond what was agreed, may result in additional charges and will need to be paid that day or it will be charged to your credit card.

Payments/Billing:

9% Tax will be added to your event as well as 18% gratuity.

The formula for calculating your event is as follows:

\$____ per person FOOD x your guest count x 9% tax + staffing charge (and any rentals if applicable) x 18% gratuity = Balance

Conclusion:

Aside from the legal mumbo-jumbo, we are going to do our absolute best to provide you with outstanding food and service. We will go above and beyond to assure this a happens. We are business people, but we are people, we understand life gets in the way and will do what we can to right any wrongs no matter where the wrong came from. We look forward to being part of your special day.

If paying by check, please make payable to: **Portsmouth Catering Co.**

I, _____ understand and agree with the terms within this agreement.

I have previously recieved a menu and pricing that I agree with as well.

Credit Card for file: Visa MC AMEX Discover Check Cash

Card Number: _____ Exp: _____ CV Code: _____

Card Billing Zip Code: _____

Signed: _____

* We accept Cash, Check, All Major Credit Cards, Paypal