



## CATERING AGREEMENT

**REMIT PAYMENT TO:** 507 Ash St, Wamego, KS 66547

**DEPOSIT:** A \$250 deposit of balance on standard events, \$500 on weddings, or 25% on all events larger than 300 people is due the date the Catering Agreement is signed. Final payment is due the week prior to the event unless you are an approved business. All deposits are non-refundable.

**PAYMENT OPTIONS:** Security deposits may be paid via check, credit card, or debit card with no convenience fees added. Remaining invoice balances may be paid via check, credit card, or debit card. A 3.5% convenience charge will be added to the final balance if a credit or debit card is used to pay the balance.

**CANCELLATION:** Cancelled events will forfeit all deposits. Cancellations 30 days in advance for payments greater than the deposit will received a percentage-based refund to be determined by the General Manager. This signed Catering Agreement is acceptance and guarantee of the client's payment for Friendship House's services and terms, including:

**PAYMENT:** The catering agreement balance is due in full no later than five (5) business days prior to the event date. Credit terms may be approved by the General Manager only. If credit terms are extended for your event or organization, you will have 10 days to remit full balance of the Catering Agreement to Friendship House.

**CHANGES:** A final guaranteed guest count is due to Friendship House no less than five (5) business days prior to the event date. No changes to menus, number of guests, times, location, or service formats will be guaranteed less than 72 hours prior to the event. Last minute requests will be accommodated, if at all possible, but may result in additional charges.

**Note:** If more guests are served and services and labor are needed for additional time not included in the client's signed Catering Agreement, the General Manager reserves the right to charge a fair price for the additional food, drink, labor, services, and fees required.

Do you grant permission for Friendship House to share photos on various social media platforms that may have been taken at your event?  Yes  No

\_\_\_\_\_  
Name of Friendship House Representative

\_\_\_\_\_  
Name of Client

\_\_\_\_\_  
Signature of Friendship House Representative

\_\_\_\_\_  
Signature of Client

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date