



Spilchuk Meats & Catering Contract between:

**Spilchuk Meats & Catering**

&

\_\_\_\_\_ (“the client”)

Type of event: \_\_\_\_\_

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

*Please review Spilchuk Meats & Catering contract thoroughly. Your event will be confirmed when you have read and signed the following policies and supplied Spilchuk Meats & Catering with a 50% estimated non-refundable deposit.*

**Guaranteed Attendance**

A minimum of 25 guests to book a catering. A 10% charge will be added to caterings under 50 guests. Final guest count must be received 14 days prior to the event. This count becomes your guaranteed number and is not subject to reduction. An increase to your guaranteed number after this time is subject to approval by Spilchuk Meats & Catering. We will make every effort to accommodate your group however, addition fees may be applied beyond the normal agreed upon expense.

**Late Bookings**

We encourage you to reserve and book your date as soon as possible. Dates will not be held or reserved until a contract is signed and the estimated 50% non-refundable deposit is made. We reserve the right to refuse events.

**Payments and Deposits**

A 50% estimated non-refundable deposit is due at the time of booking, along with a signed contract. Balance of payment must be made prior to service. We accept cash, cheque or email transfers. Email transfers can be made to [spilchukmeats@sasktel.net](mailto:spilchukmeats@sasktel.net). Cheques are to be made payable to Spilchuk Meats & Catering. A \$30.00 fee will be added to your invoice for any cheques that are not honoured by bank.

**Cancellations**

If the client cancels a catering event, Spilchuk Meats & Catering will retain the non-refundable deposit.

Spilchuk Meats & Catering reserves the right to terminate the contract for any reason. If Spilchuk Meats & Catering terminates the contract all deposits will be returned in full.

## **Unused Food**

It is our policy and in accordance with Saskatchewan Public Health Codes that any leftovers that Spilchuk Meats & Catering feels that there is a risk for food borne illness to occur, the food will be discarded. All other leftovers may be packaged in containers left by the client. However, we do not recommend keeping leftovers that have been left sitting out at room temperature of extended periods of time.

Should the client request to retain the leftovers, the client agrees to assume full responsibility for proper refrigeration and storage of the food for proper reheating following food safety guidelines.

## **Meal Service**

Meals are served promptly as scheduled. To ensure this we charge a \$150 late fee charge when you make your initial deposit and have the signed contract. This \$150 will be refunded back to you in the form of a cheque if your event starts at the agreed upon time.

## **Taxes**

Spilchuk Meats & Catering charges the current applicable government taxes.

## **Liability**

The client understands by providing items for Spilchuk Meats & Catering. to use, we will not be charged or sued for loss or damage.

Spilchuk Meats & Catering is not responsible for third parties.

## **Buffet Tables**

The client is responsible to supply appropriate buffet tables for the event. The client may cover these tables with a tablecloth. Spilchuk Meats & Catering will inform the client as to how many tables will be needed upon finalization of guest count.

## **Menu Cost**

All menu prices are subject to change within 14 days of your event. If a drastic change in an ingredient within your menu is established, you have two options. Either a new menu price will be presented to you based off the market prices or you may optional substitutions items will be presented to you at the original cost.

## **Mileage**

A charge of \$1.05 /km will be added to the invoice on functions over 50 km from our home base. Charges start and end from our home base.

## **Service**

Spilchuk Meats & Catering strictly serves buffet, we do not do table service. If the client would like other service than buffet service, arrangement can be made to deliver the food so the client can serve as they see fit.

**Terrain**

The Client will provide a short and suitable path between the Company’s setup location to the buffet table. Obstacles should be removed prior to arrival.

**Included**

Spilchuk Meats & Catering will provide the meal of the client’s choice along with disposable plates and cutlery, paper napkins, and condiments that we feel accompany the meal. Unless client orders beverages, beverages will not be supplied.

**Gratuity**

Spilchuk Meats & Catering does not charge a gratuity. We feel that if the client is happy with our product and service, they can make that decision on their own. However, you can request that we add a gratuity to the final invoice so you can have a copy for your records.

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**I have read this contract, understand, and agree to the rates, terms, and conditions of this contract.**

**Please sign and return to Spilchuk Meats & Catering.**

Spilchuk Meats & Catering Representative: Sheldon/Sheila Spilchuk

Today’s Date: \_\_\_\_\_ day \_\_\_\_\_ month \_\_\_\_\_ year

Date of the event: \_\_\_\_\_ day \_\_\_\_\_ month \_\_\_\_\_ year

Client’s name (printed): \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Location of function: \_\_\_\_\_

50% Non-Refundable Deposit amount: \_\_\_\_\_

Add Late Fee of \$150 (refunded when the event starts on time as per the contract)

Total Amount Sent: \_\_\_\_\_

Financially Responsible Client (print): \_\_\_\_\_

Financially Responsible Client(signature): \_\_\_\_\_