

CATERING AGREEMENT

Rev. 1/19

SOUTHCENTER

GENERAL INFORMATION			
Today's Date:		Day and Date of Event:	
Name of Group:		Delivery Time:	
Organizer/Contact Name:		Meal Service Time:	
		Number Attending:	
Type of Event:		How did you hear about OSF?	
Phone:			
Fax:			
Email:		Manager Booking this Event:	
Address of event:		Person in Charge Day of Event:	
Where to park for delivery:			

	CHOICES	QUANTITY	PRICE
Appetizer 1:			\$
Appetizer 2:			\$
Entrée 1:			\$
Entrée 2:			\$
Entrée 3:			\$
Salad and Dressing:			\$
Bread:			\$
Dessert:			\$
Beverages:			\$
Other:			\$
Full Service-Chaffing Dish \$8/each:			\$
Delivery Fee:			\$
Full Service Labor Fee:			\$
Subtotal:			\$
Tax:			\$
Full Service Gratuity 18% of subtotal*:			\$
Total:			\$

EVENT SET-UP	
Set-up Location:	
Any Special Instructions:	
Plates and Utensils	Yes: No:
Full Service:	Yes: No:
Number of Staff:	

Additional Details:	
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PAYMENT/DELIVERY FEE

- ✓ **Prices are subject to change** if this event is booked more than 30 days in advance
- ✓ Sales tax plus a **delivery fee of 10% of the total sales** will be added to the price, not to exceed \$40.
- ✓ For deliveries **over 5-miles**, an additional \$10 will be added to the bill.
- ✓ For Full Service events, a **\$15.00 per labor hour fee will be added.**
- ✓ If tax exempt, organizer must provide **tax exempt form** prior to the event that validates this organization is exempt from tax on food and beverages. Is this group tax exempt?
- ✓ Name of **person** at the event that is **responsible for making payment:**
- ✓ **Payment is due at the conclusion of the event.**
- ✓ **Expected form of payment:** (We accept cash and credit cards) **Card#:**
Exp:
- ✓ **One check will be presented, unless otherwise noted:**
- ✓ Patrons customarily **tip** servers in the neighborhood of 18%. **The manager can add an amount to the check if instructed.**

GUEST RESPONSIBILITIES

- ✓ **Return this document by e-mail. This will serve as your approval of the agreement and your event will be reserved.** Any changes must be authorized by management and should be communicated by e-mail or telephone.
 Return to the following e-mail address: **southcenter_sales@osf.com**
- ✓ **Call 206/664-6800** or e-mail to give final menu **24 hours before the event.**
- ✓ **Cancellation policy.** The party must cancel at least three (3) hours prior to the event. If the guest does not, then the guest will be responsible for 50% of the costs of the event

Thank you for choosing us to cater your event. This is your Catering Agreement. Please take a moment to review the details.

Returning this by e-mail will confirm your space and hold your catering event.

Please note this is a read-only file. Although your changes may appear on your screen, you will be unable to save and send the modifications.

If you wish to make changes please mention these on your return e-mail or simply give us a call.

OSF USE ONLY

Contract returned to OSF:

Event Confirmed:

Final Menu (1-day prior)