



1. A 20% deposit based on estimate is required at time of booking. 50% of estimate is required thirty (30) days prior to date of event. The remaining 30% of estimate is due ten (10) prior to the date of event. The 20% deposit is not refundable. Subsequent to that, 100% of the estimated food and beverage bill is required ten (10) days prior to the event. Cash, cheque, or credit card is accepted. Full payment is due ten (10) days prior to event unless other arrangements have been made. A preliminary invoice will be provided outlining the details of the charges. A final invoice will be issued shortly after the event.
2. The customer must provide guaranteed number of guests at least seven (7) days prior to the date of the event. No refund will be given if less than the guaranteed number of guests attends.
3. Five (5) days notice is required for substitution or change of any menu item. (i.e. fish or meat) and all changes will be subject to the availability of the items to be substituted. No substitutions will be accepted within five (5) days immediately prior to date of the event.
4. All food and beverage prices quoted are subject to prevailing taxes and a minimum 18% service charge. Food and beverage prices are subject to change and will only be guaranteed once the booking is confirmed by a deposit.
5. The customer is responsible for the conduct of all guests and agrees to pay for any damage(s) to the premises or for the injury to any person caused by the conduct of any guest or host.
6. No outside food or beverages are allowed on the premise unless supplied by the caterer. Upon approval from the caterer only, a waiver will need to be signed if outside foods, such as cake, are on the premises.
7. In the event of any guest of the customer, or any person claiming through or in the place of any such guest commences any action of any nature or kind as against Thyme To Go Catering Service or its officers, employees, servants, and agents, the customer does hereby agree to indemnify Thyme To Go Catering Service from any and all claims, cases of action, debts and demands, including any party and party costs and solicitor and client costs which may be paid or be payable as a result of such claims, actions or actions.



8. Interest will be charged on unpaid accounts at the rate of two (2) percent per month compounded monthly. Interest will be applied from the day the account exceeds its terms of payment.
9. In the event it becomes necessary to engage a solicitor or collection agency to collect any overdue accounts, the customer agrees to pay all fees and disbursement of the solicitor or agency on a scale as between the solicitor or agency and his own client.
10. No leftover food or beverages will be allowed to leave the premise of the event.
11. The agreed upon set up for the event will not be changed or altered after guests have arrived.
12. A credit card number will be held for all items which may be used and billed upon consumption.
13. A minimum fee of \$300.00 will be applied to provide bar service and supplies.

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

**Signature:** \_\_\_\_\_