



154 WEST BROADWAY
MONTICELLO, MN 55362
PHONE: 763.295.3888
FAX: 763.295.6646

Catering Contract

Guest Count:

An initial guest will be given at time of booking. This guest count will be used to determine the date reservation fee. A final guest count is required 14-days prior to the date of your event. After this time the guest count may increase but may not decrease. Any pricing consideration given based on your initial guest count may be adjusted at the discretion of Cornerstone Catering should the increase/decrease of the final guest warrant.

Date Reservation Fee/Deposit:

There is a date reservation fee of 40% of the total anticipated contract price. The date of your event is secured when this fee has been paid and should not be considered to be booked until that time. This fee is based on the initial guest count provided by you at the time of event booking. This fee will be deducted from the final bill.

Deposit Guarantees & Cancellations::

Because the efforts of Cornerstone Café staff and resources has been set aside for you to provide outstanding, personalized service we will not overbook our services and have likely turned away other events for your date. For this reason the following cancellation deposits and guarantees have been determined. This reflects a percentage of the 40% date reservation fee held for the event that would be returned to you in case of cancellation.

120 days or more prior to date of event	25%
90 -119 days prior to date of event	10%
60-89 days prior to date of event	5%
59 or less days prior to date of event	0%

Final Bill Presentation and Payment:

Your final bill less the 40% date reservation fee will be presented to you after your final guest count has been received. This bill is considered final unless changes in service expectations, menu or guest count occur after that presentation. Any changes agreed upon by Cornerstone Café and it's customer after the final bill has been presented will be added and a new final invoice will be presented.

Payment of final bill by personal check is expected 5 business days prior to the date of the event. Payment by cash or credit card is expected up to one day before the date of the event. A separate invoice will be created for any changes made to service expectations, menu or guest count after the final bill has been paid. Payment for this invoice is expected to be paid in full on the day of the event.

Liability:

Cornerstone Café & Catering will not be held liable for any damage to rented equipment or property or loss of property which may be caused by the customers guests or other service providers retained by the customer. Cornerstone Café will be liable for any damage to rented equipment or property, or loss of property caused by our staff or agents. We hold Cornerstone Café subject to all applicable federal, state and local laws regarding insurance, disability, health and safety.

Leftover Food Items:

Food items leftover after all guests in attendance have been served and the service time agreed upon has been fulfilled will be taken away with us at clean-up. Because of health and safety regulations and our inability to control and maintain proper temperatures and storage of food items, there will be no exceptions to this policy.

Grace Period for Service Time:

There will be a fifteen minute grace period allowed for the agreed upon service time. After the fifteen minute grace period expires there will be a charge of \$25.00 per fifteen minute increment until the service may begin. This amount shall be paid on the day of the event. These charges do not apply if the delay is caused by Cornerstone Café & Catering for any reason.

Service Guarantee:

Cornerstone Café & Catering Company guarantees that all agreed upon services and menu items will be prepared and executed to the highest possible standards. We will be fully available to you with regards to questions, consultations or meetings with you or other service providers you may use for your event. Any changes with regards to our ability to provide any of the arranged services or menu items will be communicated to you as soon as possible. Cornerstone Café & Catering is licensed by the State of Minnesota as a restaurant and catering provider.

Customer Signature (1) Date

Customer Signature – please print

Customer Signature (2) Date

Customer Signature – please print

Cornerstone Café Signature Date