

## Catering Contract

Moment in Thyme LLC Catering  
819 Longview Street  
Cedar Falls, IA 50613  
Phone: 319.269.6658  
E-mail: [ljswats@cfu.net](mailto:ljswats@cfu.net)  
Website: [www.momentinthyme.com](http://www.momentinthyme.com)

Date \_\_\_\_\_ Invoice # \_\_\_\_\_  
Client \_\_\_\_\_ Client # \_\_\_\_\_  
Billing Address \_\_\_\_\_  
Telephone (day) \_\_\_\_\_  
Telephone (night) \_\_\_\_\_  
Telephone (cell) \_\_\_\_\_  
E-mail \_\_\_\_\_  
Host \_\_\_\_\_  
Event \_\_\_\_\_  
Date of Event \_\_\_\_\_  
Time of Event \_\_\_\_\_  
Location \_\_\_\_\_  
Type of Function \_\_\_\_\_  
Confirmed Guest Count \_\_\_\_\_ will be guaranteed by \_\_\_\_\_

*Please note and initial. Client will be billed for guaranteed or actual count, whichever is greater.*

### Event Schedule

Guests Arrive \_\_\_\_\_  
Bar and Hors d'oeuvres (see attached)  
Lunch/Dinner (see attached)  
Dessert/Cake (see attached)  
Music (see attached)  
Special (see attached)  
Conclusion \_\_\_\_\_

## Event Services

Event Manager \_\_\_\_\_  
Kitchen \_\_\_\_\_  
Setup \_\_\_\_\_  
Wait Staff \_\_\_\_\_ Serving Style \_\_\_\_\_  
Bar Service \_\_\_\_\_ Serving Style \_\_\_\_\_  
Hors d'oeuvres \_\_\_\_\_ Serving Style \_\_\_\_\_  
Meal \_\_\_\_\_ Serving Style \_\_\_\_\_  
Dessert \_\_\_\_\_ Serving Style \_\_\_\_\_  
Miscellaneous \_\_\_\_\_  
Cleanup \_\_\_\_\_

*The above is based on our agreed event plan. Any client additions or changes at the event or 24 hours preceding the event may be billed at time and a half.  
Deposits are non refundable.*

Event Subtotal \_\_\_\_\_ Based on estimated guest count of \_\_\_\_\_  
Gratuities \$ \_\_\_\_\_ NA \_\_\_\_\_  
Tax \$ \_\_\_\_\_  
Total \$ \_\_\_\_\_  
Deposit 15% \$ \_\_\_\_\_ Due On \_\_\_\_\_  
Balance \$ \_\_\_\_\_ Due On \_\_\_\_\_

*Please sign this agreement and return with the deposit. Thank You.*

For Moment in Thyme LLC Date \_\_\_\_\_  
Client \_\_\_\_\_ Date \_\_\_\_\_