|  |  |
| --- | --- |
| Date of Event: | Click or tap here to enter text. |
| Event Contract Information: | Click or tap here to enter text. |
| Name: | Click or tap here to enter text. |
| Phone: | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. |
| Home Address: | Click or tap here to enter text. |
|  |  |
| Bride & Groom Name: | Click or tap here to enter text. |
| Parents of Bride: | Click or tap here to enter text. |
| Parents of Groom: | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |

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| --- | --- | --- |
| **Timing of Event:** | Ceremony Time & Location: | Click or tap here to enter text. |
|  | Guest Arrival: | Click or tap here to enter text. |
|  | Cocktail Hour/App Service: | Click or tap here to enter text. |
|  | Salad Service | Click or tap here to enter text. |
|  | Dinner Service Begins | Click or tap here to enter text. |
|  | Dinner Service Ends | Click or tap here to enter text. |
|  | Click or tap here to enter text. | Click or tap here to enter text. |

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| --- | --- | --- |
| **Venue:** | Number of Guests: | Click or tap here to enter text. |
|  | Number of Tables/Person per table: | Click or tap here to enter text. |
|  | Style of Service: | Click or tap here to enter text. |
|  |  | Click or tap here to enter text. |
|  |  | Click or tap here to enter text. |

**Style of Service:**

**Appetizer Service Options:**

Passed/Butler: $1 surcharge per person applies if the Client chooses passed appetizer service.

**Dinner Service Options:**

Buffet [ ]

Stations [ ]

Family Style [ ]

Plated [ ]

**A $2 surcharge per person applies if the Client chooses family style or plated dinner service.**

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| **Menu: Insert Below**  |

**Special Diets:**

All special diet orders (i.e., vegetarian, gluten-free, kid’s meals, vegan, etc.) will be plated and served individually, regardless of the style of service chosen. The Client will be responsible for identifying the guests for whom a special diet meal was ordered for, confirm seating day of event, and must relay that information to the 4 Sister’s Team the day of the event.

\*All Catering Service Staff provided by 4 Sister’s

**Client(s) Agree:**

* To provide a minimum guest count to 4 Sisters 2 weeks before the event via email [www.info@4sisterslacrosse.com](http://www.info@4sisterslacrosse.com)
* To provide Final payment 2 weeks before the event

**4 Sisters Catering Agrees:**

* 14 days prior to the event, 4 Sisters will provide the Client with an adjusted final invoice that will include any surcharges (see General Terms and Conditions of Agreement incurred since the signing of the contract, changes or additions to the menu, additional rental items needed, etc. All additional charges incurred after the Client pays the final invoice will be charged as incidentals in accordance with the terms below.

**Cancellation/Refund Terms:** In the event of a cancellation, refunds are given based on the number of days the cancellation not within 180 days, 50 % of all deposits and prepayments are forfeited by the Client. If less than 180 days, but more than 90 days, 75 % of all deposit and prepayments are forfeited by the Client. If less than 90 days, all deposits and prepayments are forfeited by the Client.

**Deposits/Incidentals:** As a security measure, the Client must provide credit card information that will be held for incidentals which include, but are not limited to: broken, damaged, or lost rentals, linens, or equipment: surcharges incurred after the final invoice is paid; additional staff hours required as a result of a deviation from the timeline agreed upon in the contract; or any additional requests initiated by the Client.

**General Terms and Conditions of Agreement**

The confirmation & signing of the 4 Sisters Catering Contract (‘the contract”) implies the Client’s full understanding and acceptance of the General Terms and Conditions of Agreement as presented below. After the presentation of the contract and once the first payment is received, it is within our mutual understanding that the Client agrees to all the terms as stated below, without a signature on this agreement.

**Confirmation of Event:**

1. Kindly note, if the Client has not already made a deposit, signing this document does not guarantee that the date requested for the Client’s event is reserved. If the Client wishes to reserve the event dates, the Client must pay $1000 non-refundable deposit.
2. If you are unable to meet deadlines or have questions about your payment schedule after the presentation of the contract, please communicate with us via email at 4sistersinfolacrosse.com.
3. We charge $100 for tastings and schedule them on Tuesdays, Wednesdays or Thursdays with up to 4 people attending. Additional tasting guests may attend for a $25.00 charge per guests. All charges related to the tasting are due upon arrival at the tasting.
4. The absolute final number of guests and meal choices must be communicated and confirmed to 4 Sisters at least 2 weeks in advance via email. [www.info@4sisterslacrosse.com](http://www.info@4sisterslacrosse.com)
5. If the number of guests attending the event exceeds the number originally booked, and 4 Sisters Catering can accommodate them, we will charge the same per plate rate as confirmed in the signed contract for the increased number. However, if the cost of the necessary ingredients increases significantly because of last-minute buying, the price per meal will be adjusted upward in accordance with any increased cost of ingredients, labor, or other supplies.
6. If the number of guests is less than the number stated in the contract, you will still be held accountable for the number given to us 2 weeks before the event.
7. The final invoice will be based on the final contract amount, including any modifications for additional guests even in the event of last-minute cancellations.
8. The only services 4 Sisters agrees to provide are the services specified in the attached catering contract.

**Venue Visitation & Surcharges**

1. If 4 Sister’s has not catered an event at the location or venue chosen by the Client, 4 Sisters will make and is entitled to one visit to the venue, free of charge, to meet with the Client and asses the venue, at the request and mutual convenience of both the Client and 4 Sisters.
2. If 4 Sister’s has catered an event at the venue chosen by the Client, all visits to venue will be charged as described below.
3. Excluding the circumstance described under number 1 above, if 4 Sisters is required to visit the venue at the behest of the Client or any other person associated with the event, a $100 surcharge is applicable for every visit.
4. A surcharge of $500 is applicable if the event falls on a public holiday or other observed holiday, such as Mother’s Day, Oktoberfest, etc.
5. 4 Sister’s tries to cater to every location; however, if the location is more than 10 miles from our catering kitchen on 4th street La Crosse, WI, or access to venue is difficult, a surcharge of $300 is applicable. If the event is more than 25 miles from 4th Street La Crosse, WI a surcharge of $500 is applicable. This surcharge covers additional costs involved such as labor, transportation, and additional equipment(s).
6. A $100 surcharge is applicable if 4 Sisters staff needs to return to the venue after 11 PM the day of the event to break down, collect, and remove any remaining items belonging to 4 Sisters. This surcharge is in lieu of paying staff to remain at the event until it is over, thereby saving the Client money.
7. If a venue charges the cater (4 Sisters) a fee for catering this will be put on the Clients final bill. I.e. The Lacrosse Center charges 18 percent on total food bill given to the Client from 4 Sisters.

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| **Payment Schedule: Charges/Descriptions** | **Date** | **Payment Type** | **Amount** | **Balance****Due** |
| Deposit | Click or tap to enter a date. |  |  |  |
|  | Click or tap to enter a date. |  |  |  |
|  | Click or tap to enter a date. |  |  |  |
|  | Click or tap to enter a date. |  |  |  |
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|  | Click or tap to enter a date. |  |  |  |
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**Credit Card Information**

|  |  |
| --- | --- |
| Name: | Click or tap here to enter text. |
| Card Number: | Click or tap here to enter text. |
| Exp. Date: | Click or tap here to enter text. |
| Card CCV: | Click or tap here to enter text. |
| Zip Code associated w/Card: | Click or tap here to enter text. |
| Phone number associated w/Card: | Click or tap here to enter text. |

**Payment:**

1. There is a $1000 non-refundable deposit the day contract is signed.
2. If the Client wishes to make payments, we can work together to set up a payment plan. There will be a 3 percent fee of entire bill if payment is split between two or more credit cards.
3. The final payment is due 2 weeks (business days) before the event. If not paid 2 weeks before the event there will be a 10 percent late fee charged on entire bill.
4. The Client and /or person (s) are organizing and /or paying for the event shall be liable to pay for damage, loss, or breakage to any of 4 Sisters property including, but not limited to: equipment, china, glassware that has been intentionally or unintentionally damaged by any guest or other person associate with the event.
5. We require the Client to fill in a debt authorization form with credit card information as a security measure which will be held for incidentals that include, but are not limited to: broken, damaged, or lost rentals, linens, or equipment; surcharges incurred after the final invoice is paid; additional staff hours required as a result of deviation from the timeline agreed upon in the contract; or any additional request initiated by the Client. The Client will be notified of incidental charges prior to the charging of the credit card.

**Cancellation:**

In the event of a cancellation, refunds are given based on the number of days the cancellation notice is given prior to the event dates. If within 1890 days, 50 % of all deposits and prepayments are forfeited by the Client. If less than 180 days, but more than 90 days, 75% of all deposits and prepayments are forfeited by the Client. If less than 90 days, all deposits and prepayments are forfeited by the Client.

**Cancellation by 4 Sisters Inc.**

In the event of a cancellation by 4 Sisters, Inc. all deposits and prepayments will be returned in full within 10 days of notice of cancellation.

**Governing Law:**

It is the intention of the parties to this Agreement that this Agreement, and the performance under this Agreement, and all suits and special proceedings under this Agreement, be construed in accordance with and governed, to the exclusion of the law of any other forum, by the laws of the State of Wisconsin, without regard to the jurisdiction in which any action or special proceedings may be instituted.

**Severability:**

In the event, that any of the provisions of this Agreement are held to be invalid or unenforceable in whole in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

1. Unless otherwise agreed to in writing between 4 Sisters and the Client, 4 Sisters bears absolutely no responsibility for handling items belonging to other vendors, rentals companies, or the Client, including but not limited to: serving, clearing, cleaning, emptying, organizing, or washing plates, glasses, silverware or any form of serving container or dinnerware; setting up, breaking down, moving, or reorganizing tables, chairs, or other items; setting up, breaking down, removing, or organizing centerpieces, floral arrangements, or any other items placed on the dinner tables by the Client or another vendor.

**Outside & Other Vendors:**

1. Unless otherwise agreed to in writing between 4 Sisters and the Client, 4 Sisters bears absolutely no responsibility for handling items belonging to other vendors, rentals companies, or the Client, including but not limited to: serving, clearing, cleaning, emptying, organizing, or washing plates, glasses, silverware or any form of serving container or dinnerware; setting up, breaking down, moving, or reorganizing tables, chairs, or other items; setting up, breaking down, removing, or organizing centerpieces, floral arrangements, or any other items placed on the dinner tables by the Client or another vendor
2. 4 Sisters bears absolutely no responsibility for serving food or beverage provided by other vendors unless agreed to in writing by 4 Sisters and communicated to and approved by the Client.

**Damage and Liability:**

1. The Client and /or the person(s) organizing and /or paying for the event shall be liable to pay for damage, loss, or breakage to any of 4 Sisters property including, but not limited to: Creekside venue (for fireworks, sparklers, or any other item that our not preapproved by 4 Sisters.
2. 4 Sisters has a strict security check when our staff leaves an event. 4 Sisters will not be held accountable for the loss of any guest belongings before, during or after the event.

**Food Safety Disclaimers:**

1. All food which is not consumed within two hours of the service period will be removed by 4 Sisters. Any person(s) who subsequently consumes food or takes food home for consumption does so at their own risk. 4 Sisters will not be held accountable for food consumed outside of the service area agreed to in the contract nor food consumed after the service period. If food is let over and you want to take it home, you need to supply your own to go containers.
2. **FOOD ALLERGIES & INTOLERANCES:** Please note that all our food MAY contain allergenic ingredients. Special diets for food allergies will be catered for only if they have been arranged prior to the event and confirmed in writing. 4 Sisters does not guarantee that no cross contamination of ingredients will occur.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Client Signature)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(4 Sisters Catering)