



1475 N. Roosevelt (P.O. Box 23)
Seaside OR, 97138

Catering Contract

Event Details

Estimated Guests:
Guaranteed Guests:
Date:
Start Time:
End Time:
Price Per Person:

Phone:

Customer Details

Contact:
Email:

Venue Details

Location:

Subtotal:

18% Gratuity:

Total:

20% Deposit Due:

(non-refundable)

(based on subtotal)

Menu (Attached)

Payment and Deposit Fees: 20% of estimated contract cost of the event is due at time of signed contract unless other arrangements have been agreed to. **Deposit is non-refundable.** Final payment is due in full not later than 12 days prior to the event.

Cancellations:

Deposits and payments are **non-refundable** If client cancels a contracted food event, **within 12 days prior to the event.**

Payments are **refundable in full, less 20% (deposit)** If client cancels a contracted food event, **13 days or more prior to the event.**

Pacific North Catering/Damarkom Inc., reserves the right to terminate this contract for any valid reason. All deposits and payments will be returned in full within (10) days.

Gratuity & Service: Gratuity is not included in your per person pricing. Pacific North Catering/Damarkom Inc will add an 18% **gratuity** to the final bill.

Guarantees: Pacific North Catering/Damarkom Inc must be notified of the exact number of people to guarantee services for, not later than 12 days prior to the event. In the event a guaranteed service number is not received the original estimated attendance count will be prepared and charged.

Portion sizes: Most of our menu items are sold on a per guest basis with generous portion sizes having been determined by our experienced catering staff. If you would like information regarding the exact quantities, please do not hesitate to ask for this in advance of your event.

The undersigned acknowledges that they have read and accepted all the terms of the Catering Contract and has executed the Agreement on:

Client Signature

Date

Event date will NOT be reserved until payment of deposit has been received in full. Payment of remaining balance is due 12 days prior to event. ALL DEPOSITS AND PAYMENTS ARE NON-REFUNDABLE IF THE EVENT IS CANCELLED WITHIN 12 DAYS PRIOR TO THE EVENT.

Pacific North Catering /DAMARKOM, Inc

Date

Client Signature

Date



Credit Card Authorization

As the credit card holder, I authorize Pacific North Catering /DAMARKOM, Inc., to charge my credit card for the required deposit and final payment.

Name (as it appears on card): _____

Phone Number: _____ Email Address: _____

Credit Card Type ☐ American Express ☐ Discover ☐ Master Card ☐ Visa

Credit Card Number: _____

Expiration Date: _____

Security Code: _____

Billing Address: _____

Authorized Amount: _____ / _____
(In US Dollars)

Approval Code
(Office use only)

I CERTIFY THAT THE ABOVE STATEMENTS AND INFORMATION MADE IN THE AUTHORIZATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I ALSO CERTIFY THAT I AM AUTHORIZED TO EFFECT CHARGES TO THE ABOVE CREDIT CARD NUMBER. IN THE CASE OF ANY ISSUES OR DISPUTES CONCERNING THIS TRANCACTION, I WILL NOTIFY Pacific North Catering /DAMARKOM, Inc PROMPLY TO RECTIFY THE SITUATION PRIOR TO NOTIFYING MY CREDIT CARD COMPANY.

Printed Name: _____

Signature: _____ DATE _____