

**Cochran's Catering & Cakes**  
29 West Main St. P.O. Box 24  
Jamestown In 46147  
(765) 676-6369

**Banquet Agreement**

**OUR MISSIONS STATEMENT:** We are aimed to provide our client's with quality service and high quality food along at reasonable prices in order to fit their needs. Catering and cakes are our specialties backed with years of experience and an educational background to provide our client's with the best service in food, pastries, service, and elegance.

**PARTIES/EVENTS:** This Agreement is for Cochran's Catering & Cakes and the service that is provided to you the customer. The event is described below and agreed upon between, the undersigned Client and Cochran's Catering & Cakes. Cochran's Catering & Cakes equipment must go with us when finished with event. Cochran's typically are at event between (3-5 hours) depending on Menu Selection and Banquet Size, Type, etc... can be discussed.

**EVENT DESCRIPTION:** Cochran's Catering & Cakes agrees to furnish services to the following Client:

- Client/Company Name:
- Date:
- Phone Number:
- Location of Event (directions & map):
- Menu Selection:
- Decoration Package:
- Set-up Time Scheduled:
- Amount of Deposit Paid:  
Deposit is non-refundable (see cancellation section), but is deductible from final payment of the events.
- Guest Guarantee:
- Set-up fee: 0-150 people \$100 151-250 people \$200 251- + \$300 or higher (This is optional)

**COCHRAN'S CATERING & CAKES:** Agrees to supply buffet tables with linen and table skirting. Including one table for the beverages provided by Cochran's Catering & Cakes. We will supply cups, sweeteners, salt, pepper, silverware, napkins, plates, and supplies for the buffet line along with chosen menu. Cochran's will hold the date and equipment once the Client has paid their deposit. (Nothing is guaranteed without a deposit)

**FOOD:** Client is paying per person through buffet line once. Seconds will be allowed by Cochran's Catering & Cakes as long as there is food available. Excess food is kept by Cochran's due to Insurance Policies, menu design per person, and Temperature Danger (Storage Procedures). Excess Cake will be boxed up for Client to take home as long as payment for excess cake exist. Food Selection (Buffet) cannot be changed within a 30 day period before event. Once deposit is made Client cannot change Package Selection, but can increase package selection (Ex. Picked package C - you can go to D or E, but not to Package A cake only)

**CLIENT'S AGREEMENT:** The Client must supply Cochran's Catering & Cakes with directions and a map to the client's event along with availability to set-up approximately two hours prior to events scheduled arrival. Supply guest seating (tables and chairs) for the event. A **set-up fee WILL be added to your bill** if client is unavailable to set-up reception hall at all off site events. It is Clients responsibility to set-up event prior to arrival of Cochran's unless Client wishes to pay the set-up fee. **A guest guarantee must be given to Cochran's two weeks before the scheduled event along with payment arrangements** (two weeks before). Guarantee cannot go down within the two week guarantee given and payment is not refunded if Client overpays.

**CANCELLATION:** If cancellation occurs by the Client then **the deposit is non-refundable**. Rescheduling events are subject to availability.

**PAYMENT:** The Client agrees to have payment for the event scheduled above paid in full to Cochran's Catering & Cakes before the event is held. Full payment is due on the guarantee date. Contract is broken if Client does not make payment on time.

Please sign contract and return with your deposit. A copy will be mailed to you.

**Client Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Cochran's Catering & Cakes:** \_\_\_\_\_ **Date:** \_\_\_\_\_