



OFF-SITE CATERING CONTRACT

Thank you for considering Fuzio Universal Bistro for your special event. Please be assured that our staff will make every effort to provide the personalized service needed to make your event a success. The purpose of the Off-Site Catering Contract is to clearly communicate our policies and guarantee your reservation. If you have questions, please feel free to contact us immediately. Our goal is to make planning your event simple; then back it up with quality service and a memorable product. Again, thank you for choosing Fuzio Universal Bistro.

FOOD AND BEVERAGE REGULATIONS

Groups requesting tax exemption must submit a copy of their State Tax Exemption Certificate prior to the scheduled event.

GUEST COUNT GUARANTEE

Confirmation of attendance for each event is required two weeks in advance. This number will be considered a guarantee and is not subject to reduction. If no guarantee is received, the maximum number anticipated will be assumed as your guarantee number. Final menu selections should be submitted three weeks prior to the function to insure availability of the desired menu items.

PAYMENT

There is a standard food and beverage minimum of \$750. This is not a charge, just a minimum amount in sales we require in order to cater an outside event.

25% deposit plus sales tax is required at the time of booking to confirm your catering. Payment for all caterings must be made in advance or the day of the event. Payments made after the event are subject to a late fee of 5% of the total contract amount. Menu prices are subject to market changes at any time.

EVENT PLANNER

Fuzio Universal Bistro will provide a simple Event Planner describing the details of your catering event no later than one week after your deposit has been placed. It will serve as confirmation of services to be provided.

Reminders:

*A guarantee of the number to be served at any catering function is due by _____ . After this date the number can be increased but not decreased.

*Cancellation Policy: Cancellation must be received 30 days prior to your catering function. Failure to cancel within this time-frame makes your 25% deposit non-refundable.

Fuzio Universal Bistro is not responsible for any injuries or damages of personal property incurred as a result of or relating to the use of alcoholic beverages.

*The undersigned assumes all responsibility for damages incurred to the building, premises, contents and your guests during the function as a result of the actions of parties attending, and will be billed by Fuzio Universal Bistro for the repair or replacement of the item or items damaged.

By signing below, you understand and agree to these terms listed on the previous pages.

SIGNATURES

Client

Date

Fuzio Representative

Date

Reservation Date: _____

Reservation Name: _____

Reservation Phone Number: _____

Estimated Cost of Catering Event: _____

Deposit Information

Name of Card Holder _____

Credit card Visa__ MC__ AMEX__ Disc__

Credit Card Number _____

Expiration Date _____

Deposit Amount _____

Card Holder Signature _____

By signing this form you are aware that the deposit will be non-refundable for cancelling your event less than 30 days prior to the reservation date.

You are also aware that the 25% minimum deposit, plus sales tax will be charged to your credit card in order to hold and guarantee your reservation.

