



## CATERING AGREEMENT

### 1. CHARGES..

All costs for your event are itemized on the attached invoice. All changes to your invoice must be made **FIVE** business days prior to the date of the event. If we have contracted rental equipment for your event, those charges may be billed directly by the designated rental company and the rental company will contact you regarding delivery and pick-up.

### 2. DEPOSITS..

Scarborough Fair requires a 30% deposit to reserve an event date and to book your catering staff.

30 days prior to the date of the event, we require 50% payment on account. The outstanding balance is due the day prior to the event.

**In the event of a cancellation, rain-storm, blackout or snow emergency, we will accept a cancellation and direct all deposits towards credit for future events minus a 20% cancellation fee. ( This fee is based on the total cost of the event. ) No refunds will be issued.**

### 3. STAFF FEES..

No staff is guaranteed for catering orders less than \$750.00. Your invoice itemizes all staff fees. Staff is contracted for a **minimum of four hours**. Staff fees are as follows: servers & bartenders start at a minimum hourly rate of \$40.00; event captains are billed at a minimum hour rate of \$50.00, and chefs are billed at a minimum hourly rate of \$75.00. Hourly rates start at the starting location, ie: Scarborough Fair or the event location.

In the event that staff is paid directly by the client, there will be a booking fee charge of \$35 per staff member.

**Staff rates are double on the following holiday days:**

New Years Day; Easter Sunday; Memorial Day; July 4th; Labor Day; Thanksgiving Day; Christmas Eve; Christmas Day; and New Year's Eve.

For fully staffed events, an 18% charge for Gratuity and service charge, based on food and beverage will be added to the invoice

### 4. METHODS OF PAYMENTS..

We accept cash, personal checks, American Express, MasterCard, Visa, Diners Club & Scarborough Fair MarketPlace Gift certificates.

We do not accept Scarborough Fair Restaurant Gift Certificates.

### 5. DELIVERY CHARGES..

There are no charges for delivery when staffing is involved. In the event there are no staff attending the event, SF will charge a minimum \$20.00 delivery charge or more according to the location of the delivery.

**6. GARBAGE REMOVAL..**

Garbage and bottle disposal is the sole responsibility of the customer.  
Scarborough Fair will bag garbage and organize bottle recycling but will not remove the garbage from the event premises.

Signature: \_\_\_\_\_

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

(Please Print)

Name: \_\_\_\_\_ Credit Card

# \_\_\_\_\_

Exp date \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

NOTES:

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**Scarborough Fair Café, Marketplace & Catering**

**65 Pondfield Road Bronxville, NY 10708 (914) 337-2735**

**Order online @ [www.scarboroughfaironline.com](http://www.scarboroughfaironline.com)**