



FranknDeansCatering.com | (734) 341-9313

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## Information and Agreement Form

Agreement with Frank N Dean's Catering

### GUEST GENERAL INFORMATION

Customer Name \_\_\_\_\_

FULL ADDRESS: \_\_\_\_\_

\_\_\_\_\_

Contact Numbers: Home/Cell \_\_\_\_\_ Work \_\_\_\_\_

Email Address \_\_\_\_\_

### EVENT INFORMATION

Date of Event: \_\_\_\_\_ 20\_\_\_\_\_

Function eating Time: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

MENU: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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## ADDITIONAL INFORMATION

- Menu and Guest to be confirmed 14 days prior to Event. To
- ensure accurate ordering and staffing, if headcount changes with 7 days of event, additional charges may apply. Cancellation within 45 days of event, forfeits the total initial deposit.
- DEPOSIT: Deposit of \$3.00 per person is required for your highest count guest (i.e. 75-100 person count will require a \$300.00 deposit) to lock in your date.
- 18% Staffing Service fee will be added to all parties.
- 6% Michigan Sales Tax will be added to all Events
- Travel Fee may be required. First 20 miles is Complimentary. A small travel charge will be added for miles over 20 miles total.
- Settlement of Balance Due to Caterer by Client shall be the Total Event Contract Cost, including State tax, service fees. Final payment to be made the day of the Event via Cash, Check or Credit Card.. Payments with Credit Card or Paypal shall be paid in full 7 days prior to event. A 3% Credit Card Service fee will be applied to each Credit Card transaction. Delivery/Travel charge will be added for Parties 20 miles or more.

CUSTOMERS SIGN: \_\_\_\_\_

DATE: \_\_\_\_\_

Frank N Dean's Catering \_\_\_\_\_

Frankie Grieb, Party Manager