

Cole's Catering – "The Buffet Specialists Since 1972"
Delectable Food & Quality Service

1622 North Long Avenue 1st Floor
Chicago, Il 60639-4312
Phone: (773) 237-9733
Fax: (773) 237-9734

Cole's Catering E-Z Payment Plan

We, _____ hereby understand that we are responsible for each payment due to Cole's Catering on or before the 15th day of each month as agreed upon in this document. Any late payment received will incur a \$25.00 late fee per payment. We also agree and understand that this document is legal and binding contract and should be notarized and returned to Mr. Cole.

12 Monthly Payments
(Minimum \$200 per payment)

January _____ July _____

February _____ August _____

March _____ September _____

April _____ October _____

May _____ November _____

June _____ December _____

Cole's Catering is NOT RESPONSIBLE for food once affair is over or food that leaves the premises.

Derris Cole: _____ ID#: _____

Owner / Operator: Cole's Catering

Purchaser: _____

Social Security # _____

Notary _____

Date: _____ Date: _____

Note: Please be able to present social security card, and ID card for verification purposes.

Please Read Carefully

Pleas Read This Carefully

If you want deliveries before 9:00 A.M. it will be an additional \$20.00 added to you bill. For all affairs that run after Midnight there will be an additional \$20.00 Charge per staff person as well as an additional \$20.00per hour charge.

All orders require a non-refundable \$100.00 deposit to hold your date, and it will be applied to your balance, if for any reason you should cancel, this \$100.00 will not be refunded.

75% of the total purchase amount (or more) for weddings must be paid two weeks before the date of the event. 50% of the total purchase is due for all other events. The balance is due on the day of the event.

There is a \$50.00 fee that must be paid in advance for last minute changes and no changes will be accepted within the week of the event.

Final payments are accepted in the form of cash or Money Orders
(Absolutely no Personal checks on the day of event.)

All cancellation is subject to a charge of 50% of all payments received to date.

Parties and Receptions must fit within an eight-hour time frame from set up to break down. Breakdown begins one hour before the scheduled end of the affair.

Cole's Catering is NOT RESPONSIBLE for food once the affair is over and / or food leaves the premises.

I have read the above statement and agree to the terms and agree to the terms / conditions as stated.

Client Signature_____ Date_____

Owner Signature_____ Date_____

Thank You for Your Business!

RIDER

EACH CUSTOMER IS RESPONSIBLE FOR ANY
BREAKAGE, LOSS, OR THEFT OF RENTAL
EQUIPMENT. REPLACEMENT FEES WILL BE
ASSESSED AT INVENTORY OF RETURNED
EQUIPMENT. PLEASE UNDERSTAND THAT WITH
THE SIGNING OF THIS CONTRACT-
RESPONSIBILITY IS YOURS

Accepted_____ Signature_____

Date_____ Signature_____

Catering Agreement

In consideration of the services to be performed by Cole's Catering for the benefit of _____ ("client") at the event-scheduled for _____, 200__ ("Event") as set forth on the attached invoice ("Invoice"), Client agrees to the following terms and conditions:

1. In order to reserve the date of the Event, Client must deliver a signed copy of this agreement to Caterer along with a Deposit ('amount') or payment as follows:
 - (a) If the Agreement is delivered to Caterer more than seven (7) days prior to the event, client shall deliver to Caterer, along with agreement, a deposit equal to 75% of the invoice amount. The balance is due and payable no later than the 3rd day prior to the event.
 - (b) If signed agreement is delivered to Caterer seven (7) or fewer days prior to the event, client shall pay the entire invoice amount when the signed agreement is returned, plus a surcharge being hereinafter referred to as the "Adjusted Invoice Amount".
2. At least seven (7) days prior to the event, client agrees to inform caterer of The number of persons expected to attend the event and to pay for the Amount confirmed or the actual number in attendance, whichever is? Greater. If the actual number in attendance is greater than the amount Confirmed caterer cannot guarantee that adequate food will be available for All persons in attendance. If actual number in attendance are more than The 20% less than the number confirmed, caterer reserves the right to Increase the price per person.
3. If client fails to pay payments when due prior to the date of the event, this Agreement may be canceled or rejected by caterer. Client agrees that caterer shall not thereafter be obligated to provide any services hereunder. In such case, or if client shall for any reason whatsoever cancel this agreement client acknowledges that it would be impossible to fix the actual damages resulting from such cancellation and client therefore agrees the caterer may retain (a) 50% of the deposit (if agreement was delivered to caterer more than seven (7) days prior to the days prior of event) or (b) 25% of the adjusted invoice amount (if this agreement was delivered to caterer seven (7) or fewer days prior to the event) in each case as liquidated damages and not a penalty which represents a reasonable estimation of fair compensation to caterer for damages incurred by caterer resulting from such failure to pay or cancellation by client.
4. Client agrees to indemnify and hold harmless caterer for any damage, Theft, or loss of caterer's property (including without limitation, equipment Plates utensils and motor vehicles) occurring at the event that is caused by persons attending the event.
5. Caterer shall not be responsible for inability to provide for or other Services due to inclement weather or acts of God (including, without Limitation, fire or earthquake).
6. In the event attorneys' fee or other costs are incurred to secure Performance of any of the obligations herein provided for, to obtain Damages for breach thereof or to obtain any other appropriate relief, whether by way of prosecution or defense, the prevailing party shall be entitled to recover from the losing party reasonable attorneys' fees and costs incurred herein. This agreement contains all the terms and conditions agreed upon by the parties hereto with reference to this event and no other agreement not specifically referred to herein oral or otherwise shall be deemed to exist or to bind either of the parties hereto.
7. Event must be at least five (5) hour in duration

Agreed and Accepted

Client: _____

Cole's Catering-Caterer: _____

Signature: _____

Print Your Name: _____

Date: _____