

Frostbites Catering L.L.C.

1401 E. Bryan Ave. Sapulpa, OK 74066

PH(918)-224-8148 Fax (918)-224-5255

Thank you for choosing FrostBites Catering L.L.C. for your upcoming event. We are here to provide you with a memorable event, from start to finish. To ensure our success, we ask for your support in the following:

MENU SELECTION:

All of the menus at FrostBites Catering, L.L.C. are simply guides to help us tailor your event to fit your needs. We will work with you to design the perfect menu for your event. All food, with the exception of cake, shall be provided by FrostBites Catering, L.L.C.

DEPOSITS AND PAYMENTS:

An event is not considered booked until FrostBites receives a signed contract and a deposit payment to hold the date. The deposit is to be fifty percent of the total Estimate of Cost. The remainder of the bill is due after the final guest count has determined the full Invoice, and no later than three (3) business days prior to the event.

The final guest count is due no later than ten (10) days prior to your event. If no final guest count is given, your original attendance estimate will serve as the final guest count. Should event attendance fall below the estimated number, the final guest count will stand for payment.

All food purchased is subject to appropriate sales tax, plus additional service fees, where extra staff is required. Should your event be tax-exempt, you must provide us with a valid copy of your Tax Exemption Certificate.

PRICING:

FrostBites reserves the right to substitute for unavailable or over priced items. Prices are subject to increase to meet the cost of groceries and/or beverages. FrostBites Catering, L.L.C. agrees to give reasonable notice to the event host, in this case. The event host agrees to reasonable substitutions and agrees to pay such increases.

TIMELINE:

You may be billed for additional staff hours if your event does not adhere to the agreed upon timeline.

Reasonable time shall be allowed for set-up and removal of food and beverage service at your rented facility.

ALCOHOL POLICIES:

FrostBites Catering, L.L.C. provides Oklahoma state licensed bartenders with responsible alcohol service. As the host of an event, you are accountable for the behavior of your guests. Please support and assist us in ensuring responsible behavior.

If your event includes alcohol service, all beverages must be supplied by the event host. Any one ordering alcoholic beverages must be able to show a valid ID. FrostBites does not serve alcohol to anyone under the age of 21. We reserve the right to discontinue alcohol service or end the event with no refund if the following occurs:

- If a minor, under the age of 21, is found drinking.
- We find someone providing alcohol to a minor.
- We find someone providing alcohol to someone who was refused bar service.
- If the safety of your guests, our staff and/or facility is in question.

After the duration of the event, the event host is responsible for all left over alcohol. FrostBites Catering, L.L.C. holds no responsibility for alcohol that is lost, stolen, or trashed after closing of the bar.

CANCELLATION BY CLIENT:

All prepayments and deposits are forfeited if you, the client, cancel the event at any time. FrostBites Catering, L.L.C. will apply the entire balance of your deposits and prepayments, less \$500.00 towards another event occurring within 90 days of the original event date. Subject to our availability. All costs are subject to change.

CANCELLATION BY FROSTBITES CATERING, L.L.C.:

FrostBites Catering, L.L.C. reserves the right to terminate this contract for any reason. Should FrostBites Catering, L.L.C. terminate this contract within 30 days prior to your event date, all deposits and prepayments will be returned in full within 10 days as well as an additional \$500.00 penalty.

CANCELLATION BY VENUE or ACTS OF GOD:

All prepayments and deposits are forfeited if the event is cancelled by your venue or acts of God (i.e. fire, flood, weather, or terrorist activity) prevent FrostBites Catering, L.L.C. from performing your event as agreed. FrostBites Catering, L.L.C. will apply the entire balance of your deposits and prepayments, less \$500.00 towards another event occurring within 90 days of the original event date. Subject to our availability. All costs are subject to change.

I (print name)

_____ have
read the above, understand, and agree to these terms set by FrostBites Catering L.L.C.

Signature of

Host _____

_____ Date _____

Co-

Host/Agent _____

_____ Date _____

Event Location: _____

Mgr: _____ address: _____

_____ phone: _____

Date of Event: _____ Time of Event: _____

until _____ In/Out times: _____ / _____