



THE CHURCH OF  
ST JOHN THE DIVINE  
CHANGING LIVES FOR GOD IN CHRIST

# Café Divine Catered Events Contract

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Contact Person (if company): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date of Function: \_\_\_\_\_ Time of Function: \_\_\_\_\_

Location of Function: \_\_\_\_\_ Type of Function: \_\_\_\_\_

Guaranteed Number of Guests: *(include all attendees, e.g. ministers, photographers, musicians, etc):* \_\_\_\_\_

Meal(s) Serving Time(s): \_\_\_\_\_

## FEES:

Food Total: \$ \_\_\_\_\_ Equipment Rental: \$ \_\_\_\_\_ Other: \$ \_\_\_\_\_

TOTAL OF CONTRACT: \$ \_\_\_\_\_

Less deposit (paid): \$ \_\_\_\_\_

Less any additional prepaid amounts: \$ \_\_\_\_\_

OUTSTANDING BALANCE: \$ \_\_\_\_\_

***(Must be paid in full no later than 3 days prior to the event date)***

## TERMS & CONDITIONS:

1. **Food Preparation.** [Café Divine] shall prepare and deliver the agreed upon menu attached to this Contract to the location and on the date and time set out on the face of this Contract.

2. **Deposit.** Customer agrees to pay a deposit of \$ \_\_\_\_\_ upon execution of this Contract, to reserve Café Divine's services for the above date. The \$ \_\_\_\_\_ deposit will be applied to the total contract price.

3. **Payment.** The contract price must be paid in full no later than \_\_\_\_\_ days prior to the event date. Payment may be made by cash, cashier's check or credit card payable to St. John The Divine All applicable sales tax (if appropriate) will be added to the contract price. Customer acknowledges that the date and the deposit will be forfeited in the event that final payment is not made at least 3 days prior to the event date.

4. **Number of Guests.** Customer agrees to confirm the final guest count ("Guaranteed Number") at least 5 full working days prior to the event. Increases to the Guaranteed Number up to 5% are subject to approval. If the actual number of guests attending the event is less than the Guaranteed Number, Customer will still be charged for the Guaranteed Number. If the actual number of guests is more than 5% higher than the Guaranteed Number, Customer will be charged at Café Divine's established rate of \$14.95 per person for each guest over and above the Guaranteed Number.

5. **Staff to Be Provided by Caterer.** \_\_\_\_\_ of Café Divine's employees will be provided and will be in attendance from \_\_\_\_\_ a.m./p.m. until \_\_\_\_\_ a.m./p.m. If any of (Café St. Johns) employees are required outside of those hours, customer will be charged an additional \$ \_\_\_\_\_ per hour (or portion thereof) per employee.

6. **Substituted Items.** Café Divine reserves the right to substitute items (including but not limited to) food that become unavailable in the market or that exceed reasonable market prices. Café Divine will make best efforts to notify the client of such substitution(s) if time allows.

7. All events that require professional wait staff will be charged a rate of \$18.00 per hour per staff member with a 4 hour minimum. We strongly require that clients utilize Café Divine's wait staff and therefore, any outside staffing services or the use of volunteers must be approved by the Food Service Director. Due to City of Houston Health Codes, only authorized personnel are allowed in kitchen and food production areas.

8. **All cancellations not received 3 days prior to event will require a cancellation fee of 30% of total invoice.**

9. To maintain plate presentation and freshness, all pre-plated and pre-set salads will be set on the table without salad dressing, and instead we will offer dressing on the table for guests to help themselves. **No Exceptions.**

10. All events over 20 people are required to sign this Catering Contract.

11. A signed copy of this contract will be available upon completion of your catered event request.

**ADDITIONAL INFORMATION OR REQUESTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Juanita Cavazos  
Director of Food Services  
The Church of St. John the Divine

\_\_\_\_\_  
Event Coordinator