

Banquet Facility Address:  
2500 Floral Ave Suite #10  
Chico, CA 95973

Billing Address:  
7200 Wells Fargo Way  
Corning, CA 96021



Chico  
(530) 89-CATER  
(892-2837)

Orland  
(530) 865-4866

### BANQUET FACILITY TERMS AND CONDITIONS

1. Special Times Catering's private facility accommodates up to 60 guests, plus the outdoor patio area. The banquet facility rate is \$30/hour with 2 hours minimum. If your catered event exceeds \$400 there will be no room charge for the first 5 hours. If you use this facility for a catered event on a regular basis there will be a discounted rate.
2. A \$60 non-refundable deposit is due to reserve the date; the deposit will be applied to the final cost. Catered events may have a higher deposit. If for any reason client cancels Special Times Catering and the contract is not fulfilled, the deposit will not be returned.
3. Per person food cost does not include sales tax. California state law requires that our services be taxed. Sales tax will be added to your bill. A 15 percent gratuity will also be added to your bill.
4. Due 1 week prior to event: 50% of food cost and minimum guest count. **MINIMUM GUEST COUNT MAY NOT BE REDUCED ONCE IT IS GIVEN TO SPECIAL TIMES CATERING.**
5. Due 1 week prior to event: total price of linen if Special Times Catering provides any extra linen. Tablecloths are offered in white or ivory colors. Napkins are available in a variety of colors. Special Times Catering will pick up and return them for no additional charge. Price for tablecloths are \$6.50 each and napkins are \$0.50 each.
6. Due 3 days prior to event date: final guest count. This is the amount of meals that you will be billed for. Because of the fact that your catering event is based on a per person pricing, Special Times Catering will need to know the final number of meals you are requesting prior to the event. Special Times Catering will only prepare an extra 5% over your final guest count.
7. Due on date of event: **REMAINING BALANCE IN FULL.**
8. \$100 or 3 times the amount of the check (which ever is higher) will be charged for any returned checks.
9. If catering services cannot be rendered on schedule because of client cancellation, natural disaster, or other acts of God within 5 days before such services are scheduled, client will be responsible for total price of catering services.
10. Price may increase due to unforeseen rise in food costs.

Client's Signature \_\_\_\_\_ Date\_\_\_\_\_

Caterer's Signature \_\_\_\_\_ Date\_\_\_\_\_