



KatiLady Events Contract

Date of Wedding _____ Location of Wedding _____
 Client Name _____ Location of Reception _____
 # of Anticipated Guests _____

KatiLady Events, Inc. is a full service event planning and catering company. Our Contract provides clients with detailed information on what these services include. Please read the entire document and provide a signature at the bottom registering compliance with our policies and agreement with for our service contract.

Terms of Agreement

1. Reservations and Bookings: A \$500.00 non-refundable deposit in the form of a personal, bank certified or business check is required to reserve requested date as well as a signed contract. This deposit will be applied to the final invoice.

2. Payment: Progress payments will be issued to book vendors and pay for consumed consulting hours. Once vendors have been agreed upon and availability cleared, a deposit equaling 50% of vendor service charge will be required to complete booking of said vendors. Payment of consulting to date at the time of vendor booking will also be required. 50% of the remaining balance will be due 60 days prior to the event and final payment is due 30 days prior to the event in the form of a personal, bank certified or business check. **VENDORS:** All vendor payments are processed through KatiLady for local payment. We guarantee satisfaction of said "KatiLady Recommended Vendors".

3. Head Count: Final head count is due 4 weeks prior to the event. Should head count fall below 20 people, pricing will revert to an In villa dinner pricing structure to be served plated or family style. Client will be billed for guaranteed head count as provided in the invoice at the time of required payment in full or actual head count. Whichever is greater will prevail.

4. Refunds: No refund is provided if cancellation occurs within 90 days of the event unless event is re-booked for another time, in which case, payment will apply to such an event. Any costs incurred by KatiLady for vendor services including 50% deposits to said vendors are non-refundable. Any costs incurred by KatiLady for any in-house services will not be refunded to the client. Initial \$500 deposit is non-refundable. Acts of God and/or Nature causing the cancellation of an event are non-refundable. Deposits are non-refundable.



5. Labor: KatiLady policy stipulates that there be 1 server for every 10 guests regardless of service style. Additionally, KatiLady Katering requires a Sous Chef on-site for events with more than 30 guests and 1 dishwasher for every 25 guests at an event. Parties choosing food stations usually require additional labor. Parties with more than 60 guests require a second bartender. Events with more than 90 guests will require additional bartenders. Any event with multiple bars requires additional bartenders. Please note that sites with an excessive amount of stairs will be charged a 25% labor fee on top of the delivery cost for rentals or on top of the food catering cost, whichever is higher.

6. Consulting: at a rate of \$65/hour. May include the following: Negotiate and provide local payment to vendors. Assist in Vendor selection, Site Selection and identifying general "feel" of event. Creation of catering menu and event agenda. Creation of rental estimate. Create, manage, direct time line of events including kitchen activity. Locate, inspect and approve all catering flowers for service and decoration (these are flowers caterer provides and uses during food service and not necessarily provided by florist.) Organize pickup of rentals by delivery personnel and confirm delivery to villa. Design, direct table setup/layout. Assign servers duties. Instruct servers and other employees on the site set up. Manage front of the house operations on site. Direct bar setup and prep. Create appropriate layout of reception and/or ceremony site. Coordinate with band on announcements during event. Maintain event time line by keeping open communication between vendors, bride and groom, kitchen and servers. Instruct setup, breakdown and start of all service. Manage bar replenishment and needs. Oversee end of night kitchen cleanup, packing-damage control, and breakdown. Direct loading of equipment and inspect all rentals before leaving villa. Keep communications going with bride and groom upon site evacuation. Create damage or missing report for rentals. Execute security deposit refund. *Note that consulting hours are estimated based on past experience of similar style events and total consulting hours may increase or decrease based on actual consumption. These changes will be reflected within your invoice throughout the planning process for your review. We anticipate a total of 10-12 hrs consumed on-site, day-of during an event. .

Initial proposals are created using an estimation of hours required for the planning of any event. This estimation may increase or decrease throughout the planning session. There is a minimum consulting fee of 2 hours for any event requiring more than 2 employees or over \$700.00 in services. There is a charge of 8 hours minimum for any event requiring a consultant on-site the day of the event.

7. Changes: Any client changes or additions at the event or less than 14 days prior to the event will be billed at time and a half (ex. \$97.50/hr for Coordinator fee). This includes beginning and ending times as stipulated and agreed upon in this document. Please inform all vendors you are responsible for booking that you are required to stay on schedule. If booking your own vendors, please be particularly clear with Photographers if you have a photo shoot scheduled prior to the reception. Cancellation of vendors are non-refundable.

8. Villa Furniture: Any movement of villa furniture is the client's responsibility and not the caterer's or delivery personnel's responsibility. Please be aware of this as many Villa Management company's insurance policies forbid furniture movement by outside vendors.

9. Handling Fee: Setup and handling fee is established based on the size of quantity of party and rental equipment as well as the location. This fee is included in your invoice.



10. Rental Equipment: All rental equipment must be returned to caterer within 24 hours of an event. If the client's event results in broken or damaged rental equipment a replacement fee will be deducted from the security or charged to the client if the amount exceeds the security deposit. **To facilitate caterer clean up of rental equipment the day of an event, we suggest the cake cutting take place between cocktail hour and the first hour of dinner service in order for the staff to accomplish cleaning of needed rental equipment. Glassware must be switched over to disposable one hour prior to caterers departure also to ensure rental equipment at the bar is cleaned and accounted for. If client would like to keep glassware throughout the evening the client is then responsible for returning clean glassware purchasing a "day after rental equipment clean up."** There will be a charge of \$100/box of glasses that require cleaning. The bar closes promptly at 10 PM at which time the bartender will depart. Additional time can be scheduled upon advanced request at a rate of \$100/hour.

Coffee service stops 30 mins. prior to the bar closing. Tables and chairs are broken down after dinner service or when dancing starts or clients must agree in this document to disassemble tables themselves returning all equipment to the correct pickup location if "clean up" service is not purchased.

11. Damages to Reception Site: KatiLady will not be held responsible to damage of villa or client property caused by event guests or client.

12. Service Style: Buffet style quantities are based on the head count provided 4 weeks prior to the event and is not an "all you can eat" buffet. If you would like left-overs, please order them in advance. Plated meals are served a full portion of one entree as specified by client 4 weeks prior to the event. If you would like a split plate, meaning each guest would receive both entree options please be aware that 1 serving equals 8 oz of protein and split plates will have 2-4 oz of each option. Cocktail style events are not meant to replace dinner unless specified in the invoice for the event. In order to replace dinner with appetizers a minimum order of 10 appetizers is suggested which results in a minimum of 2 servings per appetizer selection.

13. Alcohol: KatiLady does not serve alcoholic beverages to minors. Legal drinking age is 21 years old. Event bars are purchased in full as agreed upon in the invoice 30 days prior to the event to ensure availability. **KatiLady does not "buy back" unconsumed beverages.** Final bar menu is due 30 days prior to the event. Increases in quantity can be provided 14 days prior to the event with a bank certified check or cash. Please note that checks from off the island take 10 working days to clear and will not be accepted after 30 days.

14. Taxi Service: KatiLady is in no way responsible for any damages caused by vehicle or vendor to client or villa property.

15. Restaurant Venues: Should you choose to have KatiLady arrange your event at a restaurant, KatiLady will provide or arrange menus, pricing and local payment of said venue. KatiLady will accompany your party unless otherwise requested.

16. Boat Venues: Should you choose to have KatiLady arrange your event on a Charter Boat, KatiLady will provide or arrange menus, pricing and local payment of said venue. KatiLady will accompany your party unless otherwise requested.

17. Villa Venues: KatiLady does not perform events on same day turnovers at any villa. Client is responsible for obtaining permission from the villa manager in order to host an event at the site



18. Clean up: KatiLady is not responsible for the cleaning of any event site and is not a housekeeping service. KatiLady will not return to the site for any such cleanup without prior agreement and payment of said services.

19. Gratuity: Gratuity in the amount of 20%, industry norm., is outlined in the Catering & Vendor invoice and distributed to those involved in the wedding upon the completion of their service and/or pay days.

Katherine E. Steinborn, Owner Date

Consultant Date

Client Date

Client Date

