

Tan's Creations – Catering Agreement & Policies

Please review the terms below before booking with Tan's Creations. By paying your deposit or signing this agreement, you acknowledge that you have read, understood, and agree to these terms.

1. Client & Event Details

Client Name: _____

Event Date: _____

Event Time: _____

Event Location/Venue: _____

Estimated Guest Count: _____

2. Services Provided

Tan's Creations will provide catering services for the event listed above, which may include:

- Menu planning and preparation
- Delivery and set-up of food
- Buffet or family-style service (if selected)
- Servers and/or staff (if selected)
- Clean-up of the catering area (if included in your package)

Any additional services (rentals, décor, upgraded disposables, etc.) will be clearly listed on your invoice.

3. Menu & Guest Count

- Final menu selections and any last-minute changes are due 10 days before the event date.
- Final guest count is also due 10 days before the event and will be used to calculate your remaining balance.
- Increases in guest count after this date are subject to availability and may incur additional charges.
- Decreases in guest count after this date may not reduce the final balance.

4. Pricing, Deposit & Payments

All pricing will be outlined in a written quote or invoice from Tan's Creations.

A 50% non-refundable deposit is required to secure your date. Your date is not reserved until the deposit has been received.

The remaining 50% balance is due on the day of the event, before service begins (unless otherwise agreed in writing).

Accepted Payment Methods:

- Cash App: \$tanzania01

- Zelle / Apple Pay: 864-275-5231
- Cash
- Card (processing fees may apply, if stated)

Failure to pay the remaining balance on the day of the event may result in delay or cancellation of services.

5. Cancellations & Rescheduling

The 50% deposit is non-refundable under all circumstances.

No cancellations are allowed within 10 days of the event date.

If you request cancellation more than 10 days before the event, the deposit remains non-refundable, but any additional payments made may be refunded at the discretion of Tan's Creations.

Requests to reschedule are subject to availability. Deposits may be transferred to a new date at Tan's Creations' discretion.

6. Access, Setup & Equipment

The client agrees to:

- Provide accurate venue information and contact details.
- Ensure access to the venue at least 30 minutes before the event start time for set-up.
- Provide necessary tables, power outlets, and kitchen access unless otherwise arranged.

If the venue does not have a kitchen or proper facilities, Tan's Creations must be informed in advance so proper arrangements can be made.

7. Food Safety, Allergies & Dietary Needs

Tan's Creations follows safe food handling and storage practices. However:

- The client is responsible for informing Tan's Creations in writing of any food allergies or dietary restrictions for guests when booking.
- Reasonable efforts will be made to accommodate allergies and dietary needs, but a completely allergen-free environment cannot be guaranteed.
- Once food has been delivered and set out, the client assumes responsibility for maintaining safe temperatures and proper handling of any leftovers.

8. Leftovers

- Upon request, safe leftovers may be packaged and left with the client.
- After the event, any food left in the client's possession is their responsibility.
- Tan's Creations is not liable for any issues arising from improper storage, handling, or consumption of leftovers.

9. Liability & Damage

Tan's Creations is not responsible for any injuries, illnesses, or damages that occur due to circumstances beyond our control, including but not limited to: guest actions, venue conditions, weather, or misuse of rentals/leftovers.

The client is responsible for any damage to catering equipment caused by guests, the venue, or third parties during the event.

10. Photos & Social Media

Tan's Creations may take photos or short videos of the food and setup for marketing and social media purposes.

If you prefer that no photos be taken or posted from your event, please inform us in writing before the event date.

11. Agreement

By signing below and/or paying the deposit, the client agrees to the terms of this Catering Agreement.

Client Name (print): _____

Client Signature: _____

Date: _____

Tan's Creations Representative: _____

Signature: _____

Date: _____