

Private Dining / Event Agreement

Date of booking: Date of event:
Chef: Client:
Location of event:
Time of event: (time may be adjusted, but the date is locked in once payment is made)
Total number of guests (including the hosts): This number can be changed later
Occasion: Theme:

Proposal

- Client selects the _____ Experience for _____ Courses + One Amuse Bouche at \$_____ per person.
- Your total cost for _____ people is \$_____. This cost may change as number of guests changes later.
- ☐ Your cost includes _____ staff to prep, plate, serve, and clean up.
- ☐ Your cost does not include any staff to prep, plate and serve. You will need _____ staff at \$150 per staff to prep, plate, serve, and clean up.
- Total staff cost: \$_____ to be paid directly to the staff via cash or Venmo after service. Gratuity is not required although appreciated by the staff (Chef will not accept gratuity).
- Extra services may include:
 - ☐ Table cloth color _____
 - ☐ Cloth napkins color _____
 - ☐ Wine pairing suggestions. Wine pairing recommendations are available at NO extra charge.
 - ☐ Assist with a cocktail during mingle time prior to dinner. (Chef can assist with making the cocktail but ingredients are provided by Client.)
 - ☐ Candles
- Dishware, stemware, flatware, cookware, any decorations, and floral arrangements are provided by the Client.
- **A professional video** (less than 60 seconds) with background music documenting the event can be provided afterwards for \$150 extra. Please let Chef know if you want this _____ **YES** _____ **NO**

1. Booking & Payment

- Your date is reserved only after this agreement is signed and a deposit of 75% is received.
- Chef requests a deposit (rather than full payment) in case the Client needs to adjust the guest count.
- The remaining balance is due 10 days prior to the event.
- Payments may be made via Zelle, Venmo, or check.

2. Guest Count

- Final guest count must be provided no later than 10 days before the event.
- If the number of guests increases, Chef will do her best to accommodate and will invoice for the difference.
- If fewer guests attend, the Client is still responsible for the original confirmed number, unless the Chef is notified at least 10 days prior to the event.

3. Cancellation

- More than 14 days before the event: 100% refund (less any third-party transaction fees).
- Less than 14 days before the event: 50% refund (less any third-party transaction fees).
- If Chef must cancel due to an emergency, all payments will be refunded in full.

4. Other Notes

- Chef is not responsible for food safety once leftovers leave the event.
- Client agrees to provide kitchen/prep access up to 3 hours before service, and to allow Chef sufficient time for cleanup after service.

Agreement

- By sending this agreement, Chef affirms all terms above.
- Any adjustments must be agreed to in writing by both parties.

Chef Signature:
(Full name typed in here to act as signature)

Client Signature:
(Full name typed in here to act as signature)

