



Carefree Dinner Party Services

October 20, 2020

Mr. Hungry Client
12345 Main Street
Anytown, USA 56789

Dear Hungry:

Thank you for allowing Carefree Dinner Party Services to prepare the meals for your special event on Saturday October 20th. This letter will serve as our Agreement For Services as to what is to be provided and the cost associated with your event.

The information contained in this Agreement For Services is a direct result of conversations between Carefree Dinner Party Services and Mr. Client. All costs are based on a guest list of 6 persons.

For its part, Carefree Dinner Party Services will provide the following:

For Dinner on Saturday, October 20th

Salad with Mixed Greens, Tomatoes, and Toasted Walnuts
Stuffed Chicken Breasts
Grilled Asparagus
Roasted Red Bliss Potatoes
Brownies with Ice Cream and Chocolate Sauce
Coffee, Tea and Water

For anyone identified at least 24 hours prior to the scheduled event as a vegetarian, Carefree Dinner Party Services shall provide a Stuffed Grilled Mushroom Cap in place of the Stuffed Chicken Breast.

In consideration of the above, Carefree Dinner Party Services shall be compensated in the amount of \$105.00 per person, with anticipation of 6 guests for dinner. The final count shall be provided to Carefree Dinner Party Services by the close of business on Wednesday, October 17th. Payment shall be as follows: One fourth will be due upon signing this agreement; one fourth 10 days prior to the event date; and the balance due immediately following the event on October 20th. All payments are to be made to Carefree Dinner Party Services. In the event of cancellation, a full refund of all monies collected will be provide if said cancellation is given at least 20 days prior to the scheduled event. In case of cancellation with less than 20 days' notice, but more than 7 days' notice, a cancellation fee of \$100.00 shall be assessed. There shall be no refund of any monies if cancellation is less than 72 hours except in the event of a national emergency.

It shall the sole responsibility of the client to inform Carefree Dinner Party Services as to any person or persons having known, prior or present food allergies, reactions, and/or restrictions to any and all foods or food products provided to said event by Carefree Dinner Party Services, and will provide notice of known allergies, reactions, and/or conditions, in writing, to Carefree Dinner Party Services at least 3 days prior to the said event. Unless specifically notified of such, Carefree Dinner Party Services shall be held harmless from any and all illness, injuries or reactions to all foods and/or food products, either prepared by or purchased by Carefree Dinner Party Services for use with said event, as provided for under this Agreement For Services.

Any additions, deletions, or corrections to this agreement must be made in writing and agreed to by both parties.

Again, thank you for allowing Carefree Dinner Party Services to provide service during your special event. Our mission is perfection and a quality event for all parties involved.

Carefree Dinner Party Services

Mr Hungry Client

Date: ____/____/____

Date: ____/____/____