



Two Dishes Catering
1545 Monaghan Rd, Peterborough
705-768-5172
twodishescatering@ymail.com

CATERING CONTRACT 2025

I/We _____ (hereby known as The Client), confirm the following services be contracted from Two Dishes Catering (hereby known as TDC), based on the information provided below.

Date of Event: _____

Type of Event: _____

Number of Anticipated Guests: _____

Food Trailer Required? YES NO

Style of Service:

- | | | |
|---------------------|--------------------------|---|
| INDIVIDUALLY PLATED | <input type="checkbox"/> | For parties up to 75 guests with available kitchen facility |
| FAMILY STYLE | <input type="checkbox"/> | For parties up to 100 guests with available kitchen facility |
| BUFFET | <input type="checkbox"/> | For parties up to 100 guests with available back of house space |
| DROP OFF | <input type="checkbox"/> | |
| PICK UP | <input type="checkbox"/> | |

Please return materials and/or equipment by (date) _____.

SIGNATURE(S) _____

CONDITIONS

1. PROPOSAL ACCEPTANCE:
 - 1.1. The Client agrees to the menu, staffing, gratuity, and delivery costs as outlined on TDC proposal, dated _____ and attached herein. For menus proposed more than 6 months in advance, TDC reserves the right to reprice ingredients 3 months before the event in case of supply chain issues or excess inflation.
 - 1.2. Menu revisions are accepted up to (date) _____. Please ensure that all dietary restrictions and severe allergies are confirmed at least 1 month prior to the event in the case of a large formal event, or at least 2 weeks prior in the case of an event with less than 50 people.
 - 1.3. Revisions to the menu, even made within the accepted timeframe, could increase the cost per person depending on substitutions made.
 - 1.4. The Food Trailer is rented out on a per event basis at a rate of \$1500.00 for up to 3hrs on location. The rate includes 2 staff members. Access to electricity and running, potable water is preferred, but not always necessary.



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2. CANCELLATIONS:

- 2.1. A \$450.00 non-refundable administration fee is required upon confirmation of service. In the event of cancellation prior to the procurement deposit, this amount covers the cost of administration, menu development and meetings and is in addition to the proposed catering services.
- 2.2. Cancellation after the procurement deposit, with less than 90 days notice, will result in the loss of the procurement deposit.

3. PROCUREMENT DEPOSIT AND FINAL PAYMENT:

- 3.1. The Client agrees to pay 50% non-refundable procurement deposit 90 days prior to the event, or by (date) _____.
- 3.2. Procurement deposits will be deducted from the final invoice, payable by the day of the event. Acceptable methods of payment are cash, e-transfer, cheque and Visa/Mastercard.

4. COSTS AND PRICING:

4.1. Proposal costs are determined as follows:

- 4.1.1. The cost of food per person includes the base food cost and the labour cost of preparation.
- 4.1.2. Serving staff are charged out at \$30/hr. The time required for staff will including travel time, set up, service, breakdown and clean up.
- 4.1.3. SMARTSERVE bartenders are charged out at a flat rate of \$250 each for no more than a 6-hour shift.
- 4.1.4. Gratuity is calculated on all service line items except deliveries and HST. Charges are as follows:
 - 4.1.4.1. 12% for pick-up service
 - 4.1.4.2. 15% for drop-off service
 - 4.1.4.3. 18% for staffed service

5. GUEST COUNT CONFIRMATION:

5.1. Final guest counts are to be provided within the following time frame:

- 5.1.1. 10-50 guests to be confirmed at least 7 days prior to event including dietary restrictions and allergies.
- 5.1.2. 51-75 guests to be confirmed at least 14 days prior to event including dietary restrictions and allergies.
- 5.1.3. 76-100 guests to be confirmed at least 28 days prior to event including dietary restrictions and allergies.

5.2. Changes made to the guest count after the required date will not necessarily result in a reduction of the agreed cost per person, due to lead in food procurement schedules and food preparation.

6. DIETARY RESTRICTIONS AND ALLERGIES:

- 6.1. Dietary restrictions, severe allergies and religious adherences should be outlined by The Client during menu development. Final guest count must include number and type of allergies and/or restrictions. TDC makes every effort to ensure guest safety and comfort is respected.
- 6.2. TDC kitchen facilities contain the following ingredients: dairy, eggs, gluten, peanuts, tree nuts, seeds, and shellfish. TDC cannot guarantee that cross-contamination will not occur, though best efforts will be made to ensure that.



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7. MATERIALS AND EQUIPMENT:

- 7.1. TDC does not carry an inventory of dishware, flatware, glassware, or linens. TDC will clear, scrape and bag all rented dishware. TDC is not beholden to any third-party suppliers, such as party supply rental companies, event coordination companies or event space rental companies. Any requirements from these suppliers must be communicated to TDC via The Client for inclusion in contract documents.
- 7.2. TDC will provide all materials and equipment for food service only, including bowls, platters, serving boards and plates, serving utensils, chafing dishes and carafes.
- 7.3. Pick up and drop off services, where TDC is not on site for the completion of the event, will require the Client to return all materials and equipment within 48hrs or at an agreed time.
- 7.4. The Client is responsible for all rentals of outdoor cooking equipment if the event requires it.

8. FACILITIES, VENUES & EVENT DAY COORDINATION

- 8.1. The Client will provide a contact for the event venue, event coordinator and/or onsite coordinator prior to the event.
- 8.2. The Client will provide an event schedule, seating plan and venue layout as soon as available and at least one (1) month prior to the event. This information will be used to ensure staffing levels are appropriate for the size of the space and number of tables, that our food production and service fits within the time allotted and that we are aware of the facility amenities.
- 8.3. For the best food service possible, TDC requires the use of a commercial kitchen at the event space.
 - 8.3.1. TDC cannot provide a plated meal service without access to an onsite commercial kitchen.
- 8.4. In remote or rural locations, TDC recommends a buffet service and will require light/electricity, potable water, a level surface, a minimum 10x10 tent set up near the event tent for ease of service, folding tables for both buffet service and the kitchen tent, dedicated waste bins and the empty dishware rental containers. Parking will be required for staff.

9. LARGE EVENT MENU SAMPLING:

- 9.1. For large events of a formal nature, a sample menu can be arranged for the Client/s and up to two additional guests.
- 9.2. The sample menu tasting is to be arranged between 3-6 months of the date required for the finalization of the menu (see Item 1.1.2).
- 9.3. The Client will choose 4-6 items from the proposed menu for tasting, either in situ or picked up for consumption at another location.