



mellovelo

Mello Velo Bicycle Shop Inc. Catering Contract

556 Westcott Street
Syracuse, New York 13210
(315) 307-3104
cafe@mellovelobicycles.com

Organization / name of event _____

Phone number

Email

Event day(s) and date(s) _____

Address and location of catering event _____

Estimated number of guests _____ Guaranteed number of guests _____
(due 3 business days prior to event)

Please attach form with menu selections.

Policy and Deadlines

- Catering contract is due 10 days prior to your event date.
- **Final number of meals and menu selections must be submitted in writing no later than 3 days prior to event date.**
- If the final number of meals is not received by this time, the estimated number will become the final guaranteed number. Catering preparations will be based on this figure.
- **Changes to final guaranteed number of meals and/or menu selection after this time require approval from Mello Velo staff.** Any approved additions will be charged accordingly. Mello Velo hereby reserves the right to make small adjustments to the menu if certain ingredients are not available due to reasons that are beyond Mello Velo's control.
- All catering fees are subject to 8% sales tax and/or a 15% service fee and/or a 3% delivery fee.
- The Client shall pay Mello Velo \$ _____ per person in attendance at the event.
- The Client also agrees to pay Mello Velo any additional services that are not included in this Catering Contract.
- Mello Velo will not be held liable for any loss that results from not fulfilling any terms or conditions of this Catering Contract. If Mello Velo is prevented or delayed from fulfilling in part or whole this Catering Contract due to war, riot, strike, and flood or by any other act or condition that is not within Mello Velo's control and which could not be prevented Mello Velo will not be held liable.
- If the catered event is cancelled by the Client then Mello will receive _____ % of the total estimated charges for the cancelled event.

I have fully read and understand this Catering Contract and agree to abide by all policies and requirements therein.

Client signature _____ **Date** _____

Mello Velo representative _____ **Date** _____