



## CATERING AGREEMENT

Company \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

Person in charge (Cardholder) \_\_\_\_\_ Cell Phone # (\_\_\_\_) \_\_\_\_\_

Billing Address for card provided: \_\_\_\_\_

e-mail \_\_\_\_\_

Date of the event \_\_\_\_\_ Delivery Time: \_\_\_\_\_ Catering time (for full service only) \_\_\_\_\_ to \_\_\_\_\_

For Delivery, Address: \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp \_\_\_\_\_ V/C \_\_\_\_\_ Zip \_\_\_\_\_

Catering Style (circle one): Fiesta or Party Trays

Total: \_\_\_\_\_ Notes: \_\_\_\_\_ Deposit: \_\_\_\_\_ Balance: \_\_\_\_\_

- Deposit will be credited toward the final bill.
- Payment shall be made immediately following the function unless credit has been established to the satisfaction of Guadalajara Grill Restaurant.
- Cancellations made less than seven (7) days prior to the event are non-refundable.
- Guadalajara Grill will charge for the exact guarantee of confirmed guests or the actual number of guests that exceed the guarantee.
- Credit card will be kept on file to cover any outstanding charges that aren't paid for or any cancellations.

Prices for all orders add 10.25% tax, if applicable delivery fee and for delivery or full service options a suggested gratuity of 10%

FOR FIESTA STYLE PLEASE NOTE PACKAGE CHOICE, TOTAL NUMBER OF GUESTS AND CHOICE OF ENTREES:

PACKAGE: \_\_\_\_\_ NUMBER OF CONFIRMED GUESTS: \_\_\_\_\_

ENTREES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FOR PARTY TRAYS PLEASE NOTE NUMBER OF TRAYS WITH ENTRÉE CHOICE, TRAY SIZE AND ANY SIDE ORDERS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If the listed arrangement meets your approval, please sign below. (Card holder hand-printed signature required.)

Signature of person in charge (card holder) X \_\_\_\_\_ Date \_\_\_\_\_

FOR RESTAURANT APPROVAL, NOTICE: (CONTRACT IS VALID ONLY WITH MANAGER'S SIGNATURE.)

By \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

GUADALAJARA GRILL

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