



**Señor
Chef Mateo**

Catering Services

36 Antero Soriano Highway, Barangay Daang Amaya 3, Tanza, Cavite
Telefax # (046) 437-3289 & (046) 437-6055

Member / Vice President: Food Caterers' Association of the
Philippines (FCAP)

CONTRACT OF AGREEMENT

Chef Mateo Catering Services, with the following official addresses: # 36 A. Soriano Highway, Brgy. Daang Amaya 3, Tanza, Cavite (Main Office), The Wedding Store, 2nd Level, SM City Dasmariñas, Dasmariñas Cavite. Tel. # (046) 432-3289 / (046) 973-0010 Telefax (046) 432-3389 and REPUBLIC OF CAVITE Convention Center- City Hall Road, Brgy. San Agustin, Trece Martires City, Cavite (Branch) agrees to serve as the food caterer for the following person, groups and entities:

Mr./Ms./ Company Representative _____
Company Name / Address _____
Contact Number: Office _____ Residence _____ Mobile _____ Fax No. _____
E-Mail Address: _____ Occupation: _____

THE CATERER'S SERVICES PROVIDED ARE DETAILED AS FOLLOWS:

Date of Event / Function: _____ Type of Service: _____
Call Time: _____ **Food Serving Time (MUST BE ACCURATE)** _____
Venue: _____ Closing Time: _____ Occasion _____

WITH MENU DETAIL:

Soup: _____
Appetizers _____
Salad: _____
Main entrée: _____

Rice: _____
Sweet Conclusions: _____
Thirst Quencher: _____

Number of Guest: _____ Price Per Plate: _____

WITH THE FOLLOWING INSTRUCTION:

Color Motif: _____ Presidential: _____
Other Special Instruction: _____

WITH THE FOLLOWING SPECIAL REQUIREMENTS:

TOTAL CASH LAYOUT:

Total Menu Cost : P _____
Total Special Requirement Cost : P _____
Service Charges : P _____
Taxes : P _____
Grand Total : P _____

PAYMENT DETAILS: DEMAND RECEIPT UPON PAYMENT

Php 10, 000.00 RESERVATION:

Received By: _____
Date _____ Cheque No. _____ Bank Name _____ Cash _____
O.R. #: _____

70% DOWN PAYMENT

Received By: _____
Date _____ Cheque No. _____ Bank Name _____ Cash _____
O.R. #: _____
Official Receipt No: _____

30% DOWN PAYMENT

Received By: _____
Date _____ Cheque No. _____ Bank Name _____ Cash _____
O.R. #: _____

We required a **Php10, 000.00** reservation fee for confirmation upon signing of this contract: 70% down payment one (1) month before the occasion: 30% balance one week before the occasion.

(Checks are to be crossed and are made payable to CHEF MATEO CATERING SERVICES)

Services shall include the customary utensils requirements and set-up, table centerpiece, chair & tables / **cocktail glasses are not included in the catering service.** Meals provided as stipulated above shall be paid in full in accordance with the terms stated above with or without full consummation and the caterer shall not be required to provide additional place setting or food and beverage. **In excess of the number of reservation, 100.00 per plate will be added after the reserved number of guests for the service rendered.** The customer shall be responsible for the safety and security of all the guests and their personal property. Any breakage and loses due to accidents incurred by the guest or by the parties listed above shall be billed separately after the event. It shall be understood that everything is in order insofar as these matters are concerned if the caterer does not receive any written complaint from the customer within 24 hours from the end of the function.

The customer shall be solely responsible for securing all the necessary permits, gate passes, authorization and clearances necessary for the caterer to effectively set-up it's equipment and paraphernalia at the venue. The duration of the party shall be limited to 5 hours starting from the serving time. **Additional service charge of 2,000 will be charged per hour of extension.** The client shall not be allowed to add any type of food not prepared by Chef Mateo Catering Services for food safety reasons. If the client wishes to bring in food not prepared by Chef Mateo Catering Services is automatically relieved from all liabilities due to food poisoning and spoilage. **Food exposed in room temperature for more than 3 hours might get spoiled.** Any delay on the stated serving time or bring home left-over food, the caterer shall be relieved from all liabilities if food poisoning or any problem should arise.

In the occurrence of unforeseen circumstances beyond the caterer's control caused by accident, fire, earthquake, typhoon, strikes, vehicular accident or extra ordinary vehicular traffic and other event that may affect the normal catering operations the latter is not held liable for the consequences it may have caused the event. **The client should not revise the approved layout during the actual day of set-up that will cause delay.** The caterer is otherwise authorized to revise the layout if needed due to the venue's restriction such as power source, water source and the like that would affect the layout. **In case of outdoor functions, extra laundry charges of 15.00 per person is applicable in case of rain and no tents were provided or rented by the client. This will cover the caterer's extra laundry expenses.**

This contract is taken into effect upon down payment. **All down payment fee are forfeited upon reservation cancellation. Reservation and down payment fee is non-refundable, non-transferable and non-consumable.** None payment of balances a week before the event / occasion reserves the right for Chef Mateo Catering Services the Caterer to cancel all services without any refund.

At your Services,

I / We Accept:

Mr. Andrew R. Pacumio
President & General Manager

Client