

Catering Agreement

This arrangement is made by and between "Island Beach Resort", herein called "Restaurant" and

Organization:

Contact:

Telephone:

Fax:

E-Mail:

Address:

Island Beach Resort

herein called "Client". Client above personally accepts responsibility for all charges arising from this agreement.

Day and Date:

Event/Function:

Time &

Location:

Attendance:

Deposit & Payment Schedule:

A minimum deposit of 10% is required to reserve the above space and time. This amount will be applied to your final balance.

A second deposit in the amount of 40% is required two weeks before the wedding. This deposit will also be applied to your final balance.

The above deposits may be either paid by cash, cashier's check, personal check, or credit card. All deposits made are non-refundable and non-transferable. In the event that the Client cancels this agreement after acceptance by the Restaurant, the Restaurant will be entitled to the above stated minimum deposit amounts as a cancellation fee. If any personal check is returned, the reservation will be considered null and void, and the client will be subject to a \$45.00 fee. If the National Weather Service's National Hurricane Center publishes a named tropical storm forecast, which includes Jensen Beach in the projected path (commonly known as the cone of probability), the client has the right to cancel the event no later than 5 days in advance and will be refunded the deposit amounts in full.

Full payment of the charges based on your guaranteed number of guests is due **10 business days** prior to the event if the payment is made by personal check. If paying by cashier's check, cash or credit card, all remaining balances and added charges (i.e. additional guests, bar costs over estimate, etc.) will be due at the conclusion of your event.

All catering charges are subject to an additional 18% gratuity and 3% Service charge as well as a 6.5% Sales Tax.

All banquet event orders for private functions are made upon and subject to the rules and regulations of the Restaurant and the following conditions:

The menu and all details of your event(s) need to be finalized and communicated to the restaurant a minimum of 2 weeks prior to the function date. The Restaurant requires a final guarantee of attendees to be communicated to the Restaurant no later than 12:00 pm, **5 business days** prior to the scheduled date of your event(s). If the guarantee number is not provided, the billing will be for the greater of the following: (1) the number for which the party was originally booked for or (2) the number of persons in attendance.

No food or beverages of any kind can be brought into the Restaurant by the Client or attendees without express written consent from the Restaurant. Unless otherwise stated, the use of the space is limited to 3 hours for any event.

All displays, exhibits, decorations, and equipment must conform to the rules and regulations of the Restaurant, the St. Lucie County Laws, Building Codes and Fire Ordinances, and should be free standing without attachments to walls, ceilings, or floors.

The Restaurant is not to be held responsible if, through fire, flood or other emergency conditions, it is unable to fulfill this agreement.

Please sign and initial this agreement and return them along with the requested deposit.

Signature by the Restaurant will be regarded as acceptance by the Restaurant of the above reservation for the Client's event(s).

Ocean Enterprises, Inc.:

Accepted by:

Authorized Signature

Date

Authorized Signature

Date

Title

Title