



CATERING

4880 Havana Street, Denver CO 80239
sales@purpleavocadocatering.com

Phone: 303-725-9050

Fax: 303-467-9998

Table with 5 columns: Event Date, Event Type, # Guests, Sales Representative, Office Number. Office Number: 303-725-9050

Billing Information

Table for Billing Information with fields: Name/Organization, Billing Contact, Billing Address, Email, Main Number, Fax Number

Main Contact Information

Table for Main Contact Information with fields: Name/Organization, Main Contact, Street Address, Email, Main Number, Fax Number

Location Information

Table for Location Information with fields: Site Name, Main Contact, Street Address, Email, Website, Main Number, Fax Number

Purple Avocado Catering will provide the following paid catering services for your event:

FOOD & CATERING BEVERAGE: list items individually by quantity and price

STAFFING: complete list of position, hours and price

RENTALS: see attached rental form or list below

BAR SET-UP SERVICES: see attached form or list below

OTHER:



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TIMELINE

Time	Description

STAFF INSTRUCTIONS

<Insert any staff instructions here as needed for the event>

Item	Comments	Price
Food		
Rentals		
Service Personnel		
Culinary Personnel	On-site kitchen needs	
Catering Subtotal	Total of Food, Rentals, Personnel	
Bar Set-up Subtotal	Products, fees, bartenders, sales tax – all inclusive except alcohol	
Delivery Drop-Off	Disposable catering (various rates) and staffed events (25.00 fee)	
Delivery Pick-up	Only if needed for equipment pick-up	
Catering and Design Fee	15% on Catering Subtotal	
Sales Tax	Food and Beverage Only – Denver 8.1%, Arvada 8.06%, RTD 4.1%, Jeffco 4.6%, State 2.9%	
Total	This is your estimated grand total	
Payment	This amount is due upon signing	

Gratuity Amount: _____ Given to ? _____

Client/ Authorized Agent Signature: _____

Date Signed: _____ Phone: _____

Menu and/or prices are not confirmed until this signed contract is returned to PAC via fax or mail with payment of required monies.

Client's Initial _____ I understand that I am financially responsible to pay for 100% of the final guarantee.

Client's Initial _____ I have fully read and understand this catering contract, understanding your bill, & terms and conditions and agree to abide by all policies and requirements therein.

PAC Recv'd: _____ Date: _____ \$ Amount : _____



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Understanding your Bill

FOOD-First Step

Our menu prices reflect our price and what it takes to get the food to our kitchen door. For instance, if you wanted to pick up the food at our kitchen, it would come in disposable ware and you would pay the food total plus applicable sales tax. No additional fees here - the price you pay for fine handcrafted quality foods.

STAFFING-Second Step

The food is at our door. How do we get it to you? This is why you hire staff. The staff starts by doing by what we call a "pull" of all the food, linens, china, decorations, equipment, etc., for your event. They load all this equipment onto a vehicle and bring the entire kitchen to your event site. They then unload the truck assemble the kitchen again and serve your guests a fresh, hot meal. All the while, attending to the needs of your guests in every aspect of service you desire. Just when you are leaving, they are packing the truck, sweeping the floors, the rooms are clean and your deposit for the site is returned to you in full, carefree on your part. The staff then departs back to our kitchen to unload, sort, clean, and put away all the equipment used during your event. PAC believes that the staffing of an event is one of the best places to put a piece of your budget. Your sales representative puts the right people in place through our training and scheduling to make sure the above is accomplished effortlessly.

RENTALS-Third Step

Linens, china, glassware, tables, service ware, chocolate fountains, bars, dance floors, tents, center pieces, wedding runners, wedding arches, outdoor lighting, heating, audio-visual equipment, and everything else you could possibly imagine to do anything, anywhere. This obviously is very event specific and takes incredible talent from our sales team. The sales team knows where to get anything you need at a reasonable price anywhere in Colorado. Let them use their connections and industry knowledge to do the work for you.

CATERING AND DESIGN FEE

Catering is more than just the food being prepared in the kitchen. Our sales team and support personnel custom designs each and every event to the client's specifications with the use of linens, fresh flowers, decorations, menus, and equipment. This is the true heart of a catering company. The sales staff of a catering company spends a lot of time and effort to plan and organize your event from start to finish. They take care of all of the details of menu and buffet design, staff ordering, site inspections and mapping, special requests, meetings with the clients, rentals of linens and china, and all the little details that make it special. The Catering and Design Fee reflects the effort and expertise to plan your memorable event. This Fee is charged on Food, Staff, and Rentals at a rate of 15%.

DELIVERY FEE

PAC offers delivery to our client's un-staffed event. The delivery charge covers the cost to operate our vehicles (gasoline, insurance, and maintenance) and the time it takes for our staff to perform the duties associated with deliveries (which includes all preparations of loading the equipment for your event, drive times, unloading, and, if applicable, setup - pickup). The Delivery charge from our kitchen at 48th and Havana with in 10 miles is \$30. Each additional 5 miles beyond that is an additional \$15. For example: Boulder is about 30 miles; this would be a charge of \$90. If you have a staffed event, there will be a standard delivery fee of \$25 any where in the Denver metro area. Outside the Denver Metro Area will be a case-by-case basis. If you have an un-staffed event with non-disposable catering equipment, a delivery pick-up fee will be included.

SALES TAX

Location specific and based on food and beverage only.

GRAND TOTAL

The total amount of your event to include food, staff, rentals, catering and design Fee, delivery fee and sales tax.

GRATUITY

The sales and service staff at PAC work extremely hard to please every client. Gratuities are appreciated but in no way mandatory. Standard tipping practices in catering operations are to tip on the final bill or give cash to the employees the day of the event. If a gratuity is included with the final bill, or previous bills, please notify your sales representative of what percentage is to go to specific positions or employees.

Terms and Conditions

PICK UP & DELIVERIES

All catering orders are available for pick up or delivery. Hot food items will be served in disposable aluminum serving trays (½ or full tray). Cold food items will be served on black disposable trays with clear plastic lids. You may request chafing dishes and china plates for delivery orders, however there will be an additional pick-up fee.

PAYMENT AMOUNT & TERMS

Corporate payment terms

We offer two payment methods: 1) Credit Card Secured house account that can be set up on your first order, or 2) invoice sent at time of order and payment in full due within 30 days of order placement.



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Production payment terms

We offer two payment methods: 1) Credit Card Secured account that can be set up on your first order, or 2) invoice sent at time of order and payment in full is due by time of service.

Special Event payment terms

At the signing of this contract, a 50% deposit is due on the estimated food total with the remainder to be paid 30 days prior to your event. This deposit is 100% non-refundable if you cancel within 90 days of your event. If you cancel prior to 90 days of the event date, then we will refund 50% of your deposit (which would be 25% of the estimated food total). 7 days prior to the event, the remaining balance of your event contract is due, which includes but not limited to items such as staff, rentals, delivery, catering and design fee, and sales tax.

LATE FEES

There will be a 5-business day grace period. If paid after the grace period there will be a \$50 minimum finance charge plus 18% per annum charge of the balance against any late account.

GUEST COUNTS and DEADLINES

An approximate guest count is needed at the time your event is booked. A revised guest count must be provided seven days prior to the party. This final count allows us to determine the final amount of food needed and to revise staffing levels, rentals and equipment needed, as well as to prepare your final invoice. After this time, the guest count may not be decreased; however, the number of expected guests may be increased with the written approval of PAC management.

LIABILITY

Purple Avocado Catering shall not be liable for the non-performance of this contract when such non-performance is attributed to labor troubles, disputes, strikes, government (Federal, State, or Municipal) regulations of or restrictions on travel or supplies, riots, or natural emergencies, acts of God or Nature and other causes whether enumerated herein or not, which are beyond the reasonable control, preventing or interfering with Purple Avocado Catering's performance. In such event, Purple Avocado Catering shall not be liable to the customer for any damages whether actual or consequential, which may result from such non-performance. Once any food is out of PAC and subsidiary employees possession, PAC is not responsible for any food-related illness for any period of time. We will wrap "leftovers" in appropriate to go containers, only upon request, but it is the sole responsibility of the client of event to ensure proper handling and transfer of packaged leftovers once PAC has handed over possessions to client. Purple Avocado Catering and/or its agents shall not be liable for any damage to or loss of property entrusted to its employees. Customer shall be liable for any damage to or loss of property rented or entrusted to customer, which may be caused by customer, customer's agents or guests of the customer.

RESCHEDULING & CANCELLATION

If the event is rescheduled prior to 30 days of original event date, you may reschedule the event with written permission and approved availability by Purple Avocado Catering Management with the monies already paid used toward the new event date. If you reschedule your event within 30 days, there will be a 15% rescheduling fee on the entire bill. If you reschedule within 7 days, there is a 50% rescheduling fee on the entire bill, only if approved in writing by the Purple Avocado Catering Management. If you totally cancel your event within 90 days of your event, your deposit (50% of food) is non refundable. Cancellation prior to 90 days of scheduled event date, 50% of your deposit is refundable. PAC reserves the right to assume that an event is cancelled if scheduled payments are not received 30 days after deadline of payment and after no response to at least one invoice sent to billing address on contract.

PAYMENT

We accept cash, money orders, checks and all major credit cards - Visa, Mastercard & American Express. All sales are subject to tax.

RENTALS

Your rentals may come from PAC or an outside source. Either way, If PAC is handling your rentals then the invoice you receive will reflect the total price from both sources. You will only receive an invoice from outside vendors if you request one before final billing.

LOCATION PERMITS, ETC.

Location selection and compliance with all location permits, permission, rules and/or regulations are the sole responsibility of the client.

ALCOHOL

Under Colorado state law PAC may not purchase or profit from any alcohol sales. It is the sole responsibility of the client to pay all alcohol related bills directly. PAC and its partnership bar services will perform all bar related activities including ordering, pickup, setup, serving, breakdown, and returns but is in no way responsible for any alcohol related incidences or damages. It is the sole responsibility of the client to maintain a safe environment and assume all liability for alcohol related issues.