

# FACTS

DEPOSIT is non refundable holds your date and is applied to your balance, the amount is Half your total.

FINAL PAYMENT Final Payment for your event is due 21 days prior to your event date.

FINAL GUEST COUNT Final Guest Count, not subject to reduction, is due 21 days prior to your event date(s). If you need to increase your guest count, Within 14 days of your event date, we will make every effort to accommodate your request. Additional fees and charges MAY apply beyond the normal agreed upon expenses outlined.

PAYMENT METHODS cash, credit, check

SERVICE CHARGE At the client's discretion, any extra tip/ or gratuity will go directly to the service staff.

TIMELINE YOU MAY BE BILLED FOR ADDITIONAL STAFF HOURS if your event does not adhere to the agreed upon timeline.

CANCELLATION BY VENUE or ACTS OF GOD. All prepayments and deposits are forfeited if the event is cancelled by your venue or acts of god (i.e. fire, flood, terrorist activity) prevent PC from performing your event as agreed. Cake Contessa will apply the entire balance of your deposits and prepayments, less \$500.00 towards another event occurring within 90 days of the original event date. Subject to our availability.

## UNLAWFUL ACTIVITIES

The client will comply with all the laws of the United States and the, all municipal ordinances and all lawful orders of police and fire departments, and will not do anything on the premises in violation of any laws, ordinances, rules or orders. If unlawful activities are occurring on the premises, and event is cancelled, there will be no refund of any kind from Contessa to client.

## MENU/FOOD QUANTITIES

MENU/FOOD QUANTITIES We will prepare between 3%-5% overage based on the final number of guests we receive from you. Part of this overage is to include feeding of the staff and or vendors. You are not charged for this service.

## FUNCTION TIMELINE REQUIREMENT

Time-line must be submitted 3 weeks prior to function.

## GUEST COUNT OVERAGE

You will ONLY be charged for the guaranteed number of guests served unless you have more attendees than the guarantee and then you will be charged for the extra people.

GUEST COUNT REDUCTION If your final guest count is reduced 20% or more than your latest estimated guest count, your menu cost MAY increase proportionally (based on our present prices).