

## The Village Manor Catering Contract

ALL RESERVATIONS AND AGREEMENTS are made upon, and are subject to, the rules and regulations of The Village Manor and the following conditions:

Upon signed and receipt of a minimum deposit of \$200, your function will be booked:

CUSTOMER/GROUP NAME: \_\_\_\_\_

CONTACT NAME (IF DIFFERENT): \_\_\_\_\_

CONTACT PHONE NUMBER: \_\_\_\_\_

CONTACT EMAIL ADDRESS: \_\_\_\_\_

VENUE LOCATION: \_\_\_\_\_

TYPE OF FUNCTION: \_\_\_\_\_

DAY	DATE	FUNCTION TYPE	START TIME	END TIME	FOOD MINIMUM	# OF GUESTS
					\$300	

ALL DEPOSITS ARE REFUNDABLE UP TO 30 DAYS PRIOR TO FUNCTIONS. THE VILLAGE MANOR WILL NOT REFUND ANY DEPOSITS OR PAYMENTS MADE FOR CANCELLATIONS MADE LESS THAN 30 DAYS BEFORE YOUR FUNCTION DATE.

The agreement shall be considered accepted and validated once both parties have signed below. It is the understanding of The Village Manor that you are an authorized agent of the group or person entered above. A signature by facsimile or electronic means shall be considered binding for both parties.

I have read the above contract and policies of the Village Manor. Upon signing this document; I realize this contract is binding for both parties.

CUSTOMER: \_\_\_\_\_ THE VILLAGE MANOR: \_\_\_\_\_

PRINTED: \_\_\_\_\_ PRINTED: \_\_\_\_\_

DATE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ of THE VILLAGE MANOR DATE: \_\_\_\_\_