

CATERING SERVICES PROPOSAL

Prepared For: _____ Prepared By: _____

Client Information:

Name / Organization: _____

Contact Person: _____

Phone / Email: _____

Event Address / Venue: _____

Event Details:

Event Name / Type: _____

Number of Guests: _____

Event Date(s): _____

Event Time(s): _____

Proposed Menu:

Appetizers:

- Seasonal Fresh Fruit Platter
- Assorted Cheese and Crackers
- Mini Caprese Skewers

Main Courses:

- Grilled Herb Chicken Breast with Lemon Butter
- Pan-Seared Salmon with Dill Sauce
- Vegetarian Lasagna

Sides:

- Roasted Seasonal Vegetables
- Garlic Mashed Potatoes
- Mixed Green Salad with Vinaigrette Dressing

Desserts:

- Chocolate Mousse
- Assorted Mini Cheesecakes
- Fresh Baked Cookies

Beverage Service:

Includes a selection of non-alcoholic beverages such as bottled water, assorted sodas, freshly brewed coffee, and teas. Alcoholic beverages can be provided upon request with separate pricing and applicable licensing compliance.

Service Details:

Our professional catering staff will handle all setup, service, and cleanup. Buffet style service or plated meals can be provided according to client preference and venue capabilities. All food will be prepared in compliance with local health and safety regulations.

Pricing and Payment Terms:

Total proposed cost for catering services is \$_____ USD. Pricing includes all food, beverage, staffing, and

applicable taxes. A non-refundable deposit of \$_____ USD is due upon acceptance of this proposal. Final payment is due no later than 7 days prior to the event date.

Cancellation and Refund Policy:

Client may cancel the event with written notice. Deposits are non-refundable. Cancellations made less than 14 days before the event may be subject to additional fees up to the full contract price.

Liability and Insurance:

Catering provider maintains general liability insurance in compliance with applicable laws. Client assumes responsibility for any damages to venue property caused by guests or client personnel. Provider is not responsible for loss or damage of personal property.

Health and Safety Compliance:

All food preparation and service comply with United States food safety and sanitation standards. Provider shall adhere to all applicable local, state, and federal regulations including but not limited to the Food Code established by the FDA.

Force Majeure:

Neither party shall be held liable for failure to perform due to causes beyond their reasonable control, including acts of God, government restrictions, natural disasters, or other unforeseen events.

Entire Agreement:

This proposal and any attachments constitute the entire agreement between the parties. No other agreements, promises, or representations, whether written or oral, are binding unless incorporated in this document in writing and signed by both parties.

Governing Law and Venue:

This Agreement shall be governed by and construed in accordance with the laws of the State of _____. Any disputes arising under this Agreement shall be subject to the exclusive jurisdiction of the state and federal courts located in _____ County, _____.

Signatures:

Client / Authorized Representative

Catering Provider / Authorized Representative

Signature: _____

Signature: _____

Name (Printed): _____

Name (Printed): _____

Title: _____

Title: _____

Date: _____

Date: _____

Original source of this document:

<https://docs-professionals.com/catering-proposal-template/>

Did you find this template helpful?

Find more updated templates at:

<https://docs-professionals.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.
It is recommended to consult a legal professional for each specific case.