



Creative Catering Contract Agreement
220 Ryman, Suite B.
Missoula, MT 59802
(406) 721-1418

All reservations and agreements are made upon, and subject to, the rules and regulations of Creative Catering at The Palace, and the following conditions:

1. Confirmation: A non-refundable deposit of \$150 is required upon reservation of the room and/or our catering services. It is necessary that we be in receipt of menu selection, room set-up requirements and all arrangements no later than three weeks prior to event. **Space not confirmed by such time is subject to release.**
2. Guest Count: A guest count must be definitively specified four (4) business days in advance of event. This number will be considered a guarantee and a change in this number after said time will not result in a reduction of price.
3. Cancellations: A cancellation of event is required 2 weeks (14 days) prior to event. The room/catering services deposit will not be refunded. **Full room rental will be charged if cancellation occurs less than two weeks prior to event. One hundred percent (100%) of food and beverage revenue will be charged if cancellation occurs less than 72 hours prior to your scheduled event.**
4. We reserve the right to charge an additional service charge to cover our labor, if after you have agreed to and signed this contract describing your specific room set and requirements upon your arrival and meeting time, you require us to re-set the room differently by means of excessive rearranging. This fee will not exceed \$75.00.
5. Food prices cannot be guaranteed more than six months out, and therefore may be subject to proportionate increase to meet increased costs of foods, beverages, and other costs of operation.
6. No alcohol may be brought into *The Palace*. A bartender is required to be on site and engager is required to pay for the hourly fee and corking fee (if applied).
7. Payment: All food and beverage catering charges **must be paid in full by the day of the event**. All bartending charges will be billed by The Badlander separately. Finance charges may apply for overdue balances.
8. Guest responsibility: Engager of event agrees to assume all responsibility for the conduct of its guests. Decorations should be approved prior to event. We ask that guests refrain from using birdseed, rice, confetti, and glitter in the room. We reserve the right to assess a cleaning charge not to exceed \$75.00.
9. Creative Catering Responsibility: We agree to do all that we can to provide you and your guests with a wonderful atmosphere, tasty and satisfying food, and a pleasant experience.
Thank you for working with us!

Name of Event: _____

Location: _____

Date: _____

Time: _____

I understand the above contract and sign here in agreement:

_____ Date: _____

Please retain a copy for your records and return the other to Creative Catering PO Box 7696 Missoula, MT 59807