

Contract for Cooking and Organization Services

This agreement is between The Angels' Muse (hereafter referred to as Consultant) and _____ (hereafter referred to as Client).

Description of Services

I. Having entered into this agreement for the services mentioned above, the consultant agrees to provide the following:

➤ Organization

→ Consultant will do the following:

- ◆ Help the client make a list of those who will be invited to the event.
- ◆ Help the client stay on task with deadlines leading up to the day of the event.
- ◆ Meet the client to discuss the menu for the event.
 - Menu items includes non-alcoholic beverages.
- ◆ Make a preliminary list of ingredients needed for the menu items.
- ◆ Will secure the items necessary to make the menu items.

➤ Price Comparisons

→ Consultant will do the following:

- ◆ Secure the highest quality items while keeping the budget in mind.
- ◆ Consultant agrees to work within the monetary confines of the agreement.

➤ Purchasing

→ Consultant will do the following:

- ◆ Will spend one of the amounts below per guest:
 - \$8.00 for breakfast/snacks
 - \$10.00 for brunch/lunch
 - \$12.00 for dinner
- ◆ Will keep an active ledger of all purchases for accounting purposes for the event.

➤ Cooking

→ Consultant will do the following:

- ◆ Will take into account all allergies of those that will be in attendance and adjust the recipes accordingly.
- ◆ Will arrive six (6) hours before the event to prepare the food for the event.
- ◆ Will set up the area where the food will be served.
- ◆ Will clean the cooking area when finished.

→ **The Consultant will NOT:**

- ◆ **Serve the items at the event**
- ◆ **Hire servers for the event**

II. Having entered into this agreement, the client agrees to the following:

➤ **Venue**

→ The cooking space for the event

➤ **Guests**

→ Final list of guests that will be attending

➤ **Event Details**

→ The Type of event: _____

→ Theme: _____

→ Date: _____

→ Time: _____

→ Number of Guests _____

→ Venue _____

➤ **Final Approval**

→ Approval of menu

III. Fees

➤ **Standard Fees**

→ Upon signing this agreement, the client agrees the following:

- ◆ Fifty dollars (\$50.00) deposit to retain services.
- ◆ Fifty dollars (\$50.00) upon completion of services.
- ◆ The chosen amount of the per guest fee for the menu when the guest list is finalized.

Cancellation

Should the Consultant cancel her services for any reason other than acts of God, the Client shall receive a refund of all pre-paid fees, less any expenses incurred on behalf of the event. The client will be furnished copies of the receipts of purchases, and all décor for the event will be surrendered to the client. Should the Client cancel the event, the following shall apply:

- **Cancellation of more than 60 days before the event:** 25 percent of the retaining fee shall be due upon cancellation.
 - The consultant will supply copies of receipts for material purchases and surrender all menu items procured for the event. This also includes the remainder of the purchasing fees for the event.
- **Cancellation between 15 and 60 days of before event:** \$35.00 or 75 percent of remaining retainer -which ever is greater- shall be due upon cancellation.
 - The consultant will supply copies of receipts for material purchases and surrender all menu items procured for the event. This also includes the remainder of the purchasing fees for the event.
- **Cancellation less than 15 days before event:** \$50.00 or 100 percent of the retaining fee -which ever is greater- shall be due upon cancellation.
 - The consultant will supply copies of receipts for material purchases and surrender all menu items procured for the event. This also includes the remainder of the purchasing fees for the event.

V. Force Majeure

This agreement is automatically canceled if the event is interrupted by an act of God, by war, or by strikes. In which case, an accounting will be done, and the materials for the event, as well as the remaining fees will be refunded.

VI. Hold Harmless and Indemnification

The Consultant and the Client agree to hold one another harmless from negligence and to mutually indemnify.

Terms and Conditions

I, _____, agree to adhere to the fees as stated above thereby retaining the services of The Angels' Muse for the aforementioned event. I also understand and agree to the following:

The consultant has the right to terminate the contract under the following circumstances:

- The consultant is verbally abused, and/or
- The consultant is physically abused.

In either of the above circumstances, The Angels' Muse has the right to retain the deposit. In the event of a physical altercation, the consultant reserves the right to contact local authorities.

If there is an incident with the consultant, record the incident and have a witness sign it. Contact The Angels' Muse and present the report. The Angels' Muse management staff will verify the incident with the constant before refunding the deposit.

Forms of payment

The Angels' Muse accepts cash, certified check, credits cards through Pay Pal transactions, and money orders. Sorry no personal checks.

By signing this contract, I agree to the terms herein.

Client Signature: _____

Date: _____

Client Name (print): _____

Consultant Signature: _____

Date: _____

Consultant Name(print): _____

Witness Signature: _____

Date: _____

Witness Name (print): _____

Client Copy

5 Cooking and Organization