



Red Swan Catering Contract

5135 North Shore Drive Duluth, MN 55804 (218)-525-4826

Event Date: _____ Location _____

NAME	ADDRESS	CITY	STATE	ZIP	PHONE
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- To hold your date we require \$100.00 as a deposit that will go toward the final invoice balance.
- The “Hold the Date” deposit is non-refundable or transferable if your event is cancelled or changed.
- Final head count is due 17 days prior to your event.
- Final revisions such as times, menus and rentals need to be made by 17 days prior to your event.
- Any cake toppers, flowers, or ribbon must be to us no later than 17 days prior to the event.
- There is a \$100 charge for delay of meal service by more than twenty minutes.
- There is a \$75 cutting and service charge added to any cakes or specialty dessert not furnished by Red Swan Catering.
- 50% of the total balance is due 17 days prior to the event.
- Remaining balance is due on or before date of service.
- Tax and an 18% service charge is added to all invoices. The service charge covers our staff to set up, serve you through your event and clean up.
- Any rented equipment MUST be returned to Red Swan Catering within a week of your event.
- You will be billed for the replacement of any non-returned equipment.
- Red Swan Catering is NOT responsible for any lost, stolen, or damaged items.

Customer Signature: _____ Date: _____

Catering Director: _____ Date: _____

* Invoices and event details will be sent directly to the customer signing the guidelines and no one else.
Any changes or adjustments to the event must be made by the person signing this document and only that person.