Jenn Can Cook

PRIVATE CHEF & CATERING SERVICE AGREEMENT

This agreement records the event details, services, menu, and payment terms for your booking. Please complete every bracketed field, review the cancellation terms, and sign before the event date is reserved. Any blank term is not agreed.

1. Parties and event details

Client name: _____

Address: _____

Phone: _____

Email: _____

Event type / occasion: _____

Event date and service time: _____

Event address / town: _____

Estimated guests: _____

Final guaranteed guest count due by: _____

Service style: ☐ **Plated** ☐ **Buffet** ☐ **Family-style** ☐ **Drop-off** ☐ **Other:**

_____

Venue access / setup time: _____

Theme or event notes: _____

2. Services and menu

Chef Jenn will provide the services and menu written below. This written description, together with any dated menu or proposal signed by both parties, defines the scope of the booking. Changes must be agreed in writing and may change the price.

Service package / work to be provided: _____

Menu and agreed substitutions: _____

Included rentals, serving ware, staffing, or cleanup:

_____

Items supplied by client / venue: _____

Additional services or exclusions: _____

3. Price and payment schedule

Estimated total service price	$_____
50% booking retainer — due when signed	$_____ (50%)
Remaining balance — 50% of total	$_____ (50%)
Final balance due	7 calendar days before event
Other agreed costs (travel, rentals, tax, overtime)	$_____

Payment method(s) accepted: _____

Payment instructions: _____

Booking confirmation. The event date is reserved when both parties sign this agreement and the 50% booking retainer is received. The retainer is applied to the total price.

Guest count and added costs. The client will provide the guaranteed guest count by the date above. Any increase, menu change, extra service time, travel, rental, or other added cost requires written approval and may be added to the final invoice.

BOOKING TERMS

4. Cancellation and rescheduling

The client must cancel in writing by email or text to the contact information in the footer. The cancellation date is the date Chef Jenn receives the notice.

14 or more calendar days before the event. The 50% booking retainer is retained to reserve the date and cover planning already performed, except where a refund is required by law. Any additional amount already paid will be returned, less client-approved, non-recoverable costs committed for the event.

Fewer than 14 calendar days before the event. The full agreed contract price is due because the date and preparation have been reserved. Payments already made are credited toward that amount. Client-approved, non-recoverable third-party costs are also due if they are not included in the contract price.

Cancellation by Chef Jenn. If Chef Jenn must cancel and the parties do not agree to a replacement date or substitute service in writing, all amounts paid for services not provided will be refunded.

Rescheduling. A date change must be approved in writing and depends on availability. If approved, the parties will confirm the replacement date, any price change, and how payments transfer to the new date in writing. A reschedule is not confirmed until both parties accept those terms.

5. Food allergies, dietary needs, and menu safety

The client must disclose all known food allergies, intolerances, and dietary restrictions in writing before the menu is finalized, including which guest has the restriction and its severity when known. Chef Jenn will discuss reasonable menu accommodations with the client. Because ingredients and equipment may be shared, an allergen-free environment cannot be promised unless both parties expressly agree in writing to specific precautions and their feasibility.

Allergies / restrictions disclosed in writing: _____

Guest(s), severity, and agreed precautions: _____

6. Client and venue responsibilities

- The client will provide accurate event details, a safe and accessible work area, timely venue access, and the utilities or equipment agreed in the service plan.
- The client is responsible for venue permissions, guest access, and any venue rules that affect food service. The parties will identify in writing who is responsible for tables, chairs, plates, serving utensils, and other rentals.
- The client will tell Chef Jenn promptly about changes to the event date, location, guest count, schedule, or menu. Work beyond the agreed service plan requires written approval and may incur additional charges.
- Chef Jenn will use reasonable care in preparing and serving the agreed menu. If an unexpected supply issue requires a substitution, Chef Jenn will consult the client when practical and document any agreed change.

7. Delays, overtime, and unforeseen events

Event timing. Service begins and ends at the times recorded in the service plan. Any overtime rate or waiting-time charge must be written here before signing: $_____ per ☐ hour ☐ half-hour; grace period: _____.

Unforeseen events. If circumstances beyond a party's reasonable control prevent performance, the parties will promptly communicate and try to agree on a new date or other fair resolution. Any refund, credit, or expense treatment agreed for such an event:

_____.

8. Complete agreement and signatures

This document and any signed menu or proposal attached to it make up the parties' agreement for this event. Changes are valid only when written and accepted by both parties. Each signer confirms they have read the completed agreement and has authority to sign for themselves or the client named above.

Client signature: _____ Date: _____

Chef Jenn signature: _____ Date: _____

Printed name of client: _____

Printed name: Jenn Guedes _____

A LITTLE MORE ABOUT YOUR TABLE

These questions help Chef Jenn make the menu feel like yours. Share as much or as little as you like. The answers inform planning and do not replace the allergy and dietary disclosures in Section 5.

Your food story

What kind of cuisine or flavors are you excited about?

_____

Is there a favorite food memory, family dish, or meal that feels like home to you?

_____

What is one dish or ingredient you would love to have on the menu?

_____

Is there anything you would not want served?

_____

Are there family traditions, cultural foods, or meaningful details you would like me to honor?

_____

What is a favorite place you have traveled or vacationed? Are there flavors from there you love?

_____

If children are attending, what would they enjoy eating?

_____

What should I know about you, your guests, or the event that would help me make the experience special?

_____

Final planning notes

Event theme / atmosphere: _____

Special requests or accessibility needs: _____

Best contact method and time: _____