



Russ Moran Custom Catering

252 East Montauk Highway
Hampton Bays, NY 11946
631-728-3474

<http://www.russmoran.com>

Catering Policies

Guarantees on Number of Guests:

Food, beverage and add-on items charges based on guest count will be based on the Client's final guarantee. Final guest counts are due no later than 10 days before the date of the event. If no final guest count is received, we will use the number of guests used in the original proposal.

Staffing:

Our staff will be dressed in black tie unless you request something different. Our proposals include staffing for up to 9 hours beginning 3 hours prior to starting time through final cleanup of the event. No overtime will be incurred if the event ends on schedule. We reserve the right to increase or decrease the number of staff if the guaranteed guest count is 10%-20% higher or lower than the number included in this proposal.

Deposit & Cancellation Policy:

A deposit of 20% of the Total Estimated Amount is needed to confirm the booking of this event. Deposit refunds on cancellations are handled as follows –

- Notice over 30 days prior to event: full refund of deposit
- Notice 10 to 29 days prior to event: 50% refund of deposit
- Notice less than 10 days prior to event: no refund of deposit

Final Payment:

Clients will be billed for the balance due 10 days prior to event. The invoice amount is due upon receipt. Upon review and acceptance of the attached proposal and our catering policies, please sign below and return this document with your deposit.

Moran Seafood, Inc. DBA Russ Moran Custom Catering

Client

Date Saturday, January 05, 2013

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*Russ Moran Catering 252 East Montauk Highway, Hampton Bays, NY 11946
631-728-3474 Fax 631-728-3690*