



Contract Guidelines

-Final payment is expected 48 hours prior to the date of the event on . All payments for any and all services will be made to **April' Table, LLC**. Prices and estimates are subject to change until exact head count is determined. The client is expected to provide April's Table with a firm head count and any modifications by . All estimates will be confirmed upon modifications and count. Should the headcount decrease after that date, the estimate will not differ. However, if the headcount increases after that date, the estimate will increase accordingly at the discretion of April's Table. Any and all changes made within 72 hours of the event will be subject to additional fees dependent upon said modifications, including service, food cost, rentals, etc.

-Payment and Deposit Policy:

- a. Payment is to be made directly to April's Table in the form of cash, check, or credit card. Should client choose to use a credit card as payment, credit card fees will apply per transaction. If payment is made via cash or check, the credit card fee is waived per transaction.
- b. A deposit of 50% of the food cost as well as a credit card number is required to reserve the date. The client's card will not be charged should they choose to make payment via cash or check.
- c. In the event that delinquency occurs in payment, the client agrees to pay interest charges at the rate of 10% per month. The client also agrees to pay any legal fees incurred to obtain proper payment.

-Cancellations, Accidents, and Inclement Weather:

Client understands that upon entering this service contract, Caterer and/or Event Planner is committing time and resources to this event and thus cancellation would result in lost income and lost business opportunities in an amount difficult to precisely calculate. Therefore, the following cancellation limitations will apply:

- a. Should the event be cancelled for any reason, it is at the sole discretion of April's Table to retain up to 100% of the deposit, and will be evaluated per event and circumstances.
- b. Should the event be cancelled within 7 days of the event, the client is responsible for 50% of the grand total due.
- c. In the event an accident occurs, April's Table will negotiate the deposit return accordingly.
- d. Cancellation fees due to weather or an Act of God are determined per event.

-Rental Policies:

- a. In the event AT [April's Table] rental items are used without AT's presence: All April's Table owned rental items must be washed, dried, and properly packaged & returned to AT by agreed upon date. Client is responsible for any AT rental items that are lost or broken at 100% of their value.
- b. RTR [Rentals to Remember] & APR [Absolute Party Rental] Rentals: Rental cost includes delivery, pick up, tax & damage waiver
- c. Busy Season Clause: April's Table busy season ranges from March – June, and September – December. During this time, all final rental requests must be submitted two weeks prior to event date and are not guaranteed until

April's Table, LLC ~ 544 Baltimore Annapolis Boulevard ~ Severna Park ~ Maryland
eat@aprilstable.com ~ 410.544.2660

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confirmation and partial payment has been remitted. Requests for changes may be submitted, however are not guaranteed. [REDACTED]

Consultation Services:

- a. Complimentary one-hour consultation and event site evaluation for any Full Service Event upon deposit. Details of your event after complimentary consultation are subject to a fee of \$100.00 per hour. Should you require a consultation and/or site evaluation prior to deposit, said consultation will be subject to a fee of \$150.00 per hour. If your event is Pick Up, Delivery, or Delivery & Set Up, any consultation services are subject to the \$100.00 per hour fee.
- b. Tastings: Tastings made by appointment only and fees are dependent upon the menu selected. Upon event confirmation, tasting fee will be deducted from total due.
- c. Cancellation & Missed Appointments: If you need to cancel your consultation appointment within 24 hours of the set date, you may be subject to a \$50 cancellation fee at the discretion of AT [April's Table]. In the event that a consultation meeting is missed, you may be subject to a \$75 fee at the discretion of AT. [REDACTED]

Please make checks payable to April's Table, 544 Baltimore Annapolis Blvd. Severna Park, MD 21146.

April's Table: _____

Date: 3/26/2020

Client: _____

Date: _____

Thank you for considering April's Table!

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