



1121 Southeastern Avenue, Indianapolis, Indiana 46202-3946
(317) 632-2664 ext. 29, (317) 631-5655 (FAX)
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CONTRACT FOR CATERING SERVICES

We are delighted that you have selected Just 'Cause Catering to provide quality food services for your organization's events. When you choose Just 'Cause Catering for your organization or event, you get more than the city's freshest, most creative new approach to great food: you also help feed your hungry neighbors.

Just 'Cause was created to support the mission of Second Helpings to eliminate hunger in our community and advance the culinary careers of Second Helpings training program graduates. Just 'Cause Catering allows graduates and students the opportunity to learn and practice additional and advanced methods and techniques in the food service industry. One-hundred percent of the profits from Just 'Cause Catering are used to further the mission of Second Helpings, Inc. Just 'Cause does not use rescued food – we use the freshest ingredients possible to create memorable nutritious and gourmet meals.

Just 'Cause Catering can create memorable events and remarkable menus for 25 to 200 people. All catering is available on a case by case basis. Just 'Cause Catering has the ability to cater on-site in the Second Helpings' cafeteria for 100 people or fewer. Just 'Cause Catering will not provide alcohol. However, Just 'Cause Catering will coordinate alcoholic beverage services through another caterer. We are happy to customize a menu to meet your needs and budget – because great food is even better when you're supporting a just cause!

This letter will serve as our contract with you or your organization to provide the requested catering services. This contract will serve as the contract for all events, meetings, functions which Just 'Cause Catering has been hired to cater for you or your organization.

Just 'Cause's Responsibilities

1. Coordinate your event with a representative you identify at the time you submit your Catering Request.
2. Prepare, and set-up the menu you select for your event. Delivery, service and breakdown are available at an additional charge.
3. Provide servers, utensils and equipment as requested by your representative.
4. Just 'Cause Catering is not responsible for either the contents or the preparation of food brought to event by anyone not employed by Second Helpings, Inc. or Just 'Cause Catering.
5. Just 'Cause Catering does not serve and is not responsible for injuries caused to client, guests or staff due to the intoxication of a client or a guest.
6. Just 'Cause Catering has liability and worker's compensation insurances. Just 'Cause catering requires proof that our subcontractors and any hired by the client also have liability coverage.
7. Just 'Cause Catering and Second Helpings, Inc. adheres to all local, state and federal laws and expects clients and guests to do the same.
8. Just 'Cause Catering will provide a quote and Event Snapshot Sheet to be approved and signed by you or a representative from your organization for every event catering services have been requested.

Your Responsibilities

1. Complete the Catering Request and return it at least **7 [business] days** before the event.
2. Guarantee the final number of guests within **7 [business] days** of your event. Guarantees may be increased but not decreased after we receive the final guarantee. Just 'Cause Catering reserves the right to change the cost per person if the amount of people decreases by more than 25%.
3. Payment in full is required **7 [business] days** before the date of the event. Government agencies may pay by a Check On Delivery. Payment can be made by MasterCard, VISA, Diner's Club, cash or check, all payable to Just 'Cause Catering. Please provide a valid and authorized credit card number for our files.
4. Coordinate the event with our Catering Department at **317.632.2664 xt. 29.**
5. Provide all rooms, kitchen access, tables, chairs, etc. necessary for the event.
6. Menu must be finalized by **7 [business]days** before the event. Any changes made to menu after **7 [business]days** may be subject to additional fees. If a certain item/supply is unavailable, a suitable replacement may be substituted with the client's approval.
7. All equipment rental listed in the Catering Request shall be returned to Just 'Cause Catering in the same condition in which it was received, i.e. clean and unbroken. Chafing dishes, containers and non-disposable utensils must be rinsed and free of food and debris before item is returned. An additional charge of \$25 will be added to the total for equipment that is returned dirty.
8. Client shall be responsible for any loss or damage to items rented on client's behalf for use during the event.

9. If any changes are made to the venue, schedule, number of people serviced or menu, Just 'Cause Catering reserves the right to apply additional charges.
10. Client shall be responsible for all applicable taxes. Tax-exempt organizations must provide a copy of their tax-exempt certificate **along with** the signed version of this contract.
11. The client has read and fully understands the contract and is aware of its financial implications.
12. Neither party is able to make a change to the contract without the other's knowledge and written consent.
13. The client agrees to hold Just 'Cause Catering, its employees and its subcontractors "harmless" for losses, damages, and expenses related to the misconduct or negligence of the client, its subcontractors or its guests.
14. Client shall have **3 [business] days** in advance of the event to cancel this agreement. Thereafter, client shall be responsible for the full contract price of all catering services ordered herein. If client cancels within the 2 day period, client shall be responsible for all costs and expenses incurred by Just 'Cause Catering prior to date of cancellation.
15. In the event of any disputes arising under this agreement, client and Just 'Cause Catering agree to forego any civil court action and bring any claims for relief in an arbitration proceeding administered by the American Arbitration Association. The parties shall select or the AAA shall appoint a single arbitrator to hear any claims brought hereunder.

Please sign both copies of this Contract in the space provided, returning one to us and keeping one copy for your files. Thanks for selecting us to cater your event!

Date _____

JUST 'CAUSE CATERING/SECOND HELPINGS, INC.

By: 

Date _____

[Client]
Address

Telephone No.:

By: _____
[Title]



Customer has choice of credit card payment or invoicing. Payment in full must be received prior to food and supply purchases in advance of the event. Government agencies may provide a check on delivery. All non-profit/corporate organizations and individuals must provide a valid credit card number even if Just 'Cause Catering will be invoicing for services rendered.

***Please make checks payable to Just 'Cause Catering**

Please complete the billing and payment information thoroughly. Just 'Cause Catering will apply charges to the credit card or department you have indicated below for all events we have been hired to cater for you and your organization unless otherwise notified at the time of order placement.

Classification

Non-Profit Organization	Y	N
Government Agency	Y	N
Corporation	Y	N
Individual	Y	N

Billing Address:

Accounts Payable Contact: _____

Fax Number for Invoicing: _____

Charge card: Visa MC Diner's Club

Number: _____ **Exp. Date:** _____

Name on Card: _____

Phone Number: _____

Just 'Cause Catering Title Date

Client Signature Title Date

Printed Name (Client)