



Contract for Service

River Oaks

9300 South Riverside Drive
Sandy, UT 84070

Prepared For:	Sam Kilpack Central Wasatch Commission	Event Date:	11/1/2024 - Friday
Address:		Phone:	Cell: 801.834.5950
Email:	samantha@cw.utah.gov	Event Title:	CWC Board Retreat
Contract #:	1481 RO	Guest Count:	25
Service Style:	Buffet	Occasion:	Meeting
Event Coordinator:	Cassidy Clay cassidy@marketcatering.com		
Event Total:	\$1,317.86		
Net Due Date:	10/25/2024 - Friday		
Venue:	The Club at River Oaks 9300 S Riverside Dr Sandy , UT 84070	Last Change:	8/29/2024

Timeline:	8:30 AM Event Start 11:30 AM Lunch
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5:00 PM Dinner
6:00 PM Event End

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Booking

A signed copy of the proposal along with a non refundable retainer are required to secure your date.

Payment Schedule

A non refundable retainer of \$500 or 10% of your event total, which ever is greater, is due at time of booking.

Final balance is due 7 business days prior to the event.

A 3% convenience fee will be added to all credit card payments.

EFT and check payments must be received and cleared 7 days prior to your event.

Final Details

All event details, including: final guest count guarantee, menu, and dietary requirements are due 10 days before your event, after which guest count cannot be lowered. Menu changes and guest count increases received within 10 days of the event will be accommodated if possible, but may incur additional costs.

Revisions

Clients may make revisions and changes to the proposal until 10 days prior to the event.

Cancellations

Event cancellations must be confirmed by speaking with an authorized representative of Market Catering. Voicemails, text messages, emails, etc. are not a valid form of cancellation. Cancellations within 10 days of the event may be invoiced for up to 100% of invoice total.

Substitution and Market Volatility

Market Catering reserves the right to substitute any items that become unavailable or price exceeds reasonable costs in the open market. Client will be notified of all changes.

Production Fee

A production fee of 18% is applied to the subtotal of each event. The fee is taxable by Utah State Law. The fee covers all miscellaneous costs associated with your event such as, but not limited to equipment usage, administrative and planning fees, insurance, and procurement. The production fee is not considered gratuity.

Gratuity

Gratuity is always graciously accepted, but never required.

Leftover Food

Market Catering will package up all leftover food that is safe to send with the client. Client acknowledges that there are inherent risks to the consumption of leftover food. By taking leftover food the client agrees to bear all responsibility for transportation, storage, and consumption of all food, taken out of the custody of Market Catering.

Signer Name: _____

Sign Date: _____