

## CATERER AGREEMENT

Date \_\_\_\_\_

Name of Caterer: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dear \_\_\_\_\_

This letter will serve to outline the terms of our agreement to engage your services as caterer to provide the primary meal to cast and crew during production of the program entitled:

\_\_\_\_\_.

Your engagement is scheduled to begin on the first day of principal photography, currently on \_\_\_\_\_ (date). While it is our intention to retain you as the Caterer for the entire shoot, we retain the option to discontinue your services, with no further obligation on our part, upon your receipt of 24-hour notice of our intention to do so. We also retain the option to cater from another source on various days if location or logistics require us to do so.

If for any reason, filming is discontinued or completed earlier than scheduled, you will receive 24-hour notice, after which all obligations will cease, and any pre-paid advance for unused days will be pro-rated and returned to us minus your documented out of pocket expenses incurred for the remainder of the week.

You will provide a full hot meal (which is defined as: a choice between a meat and a vegetarian entree, side dish, salad, and dessert) to be delivered, set up, and ready to be served by your staff at the time indicated by us the previous day, for a base number of \_\_\_\_\_ people. The agreed charge per person, including delivery, set-up, and tax will be \$\_\_\_\_.00. We will have the option, during the shoot, to alter the base number should it prove necessary.

(We / You) will provide plates, napkins, utensils, cups, beverages and a serving table.

Payment will be made in advance of each week of engagement, to cover the base rate (# people @ \$\_\_\_\_.00 each), and will reflect any reconciliation of overage or underage in the meals ordered from the previous week. We will pay only for the number of meals ordered in advance, regardless of how many people actually eat on set.

You are required to take all proper health precautions, to maintain all licenses and certificates as are standard for a person or company in your profession and capacity.

If this letter meets with your understanding of the terms of our agreement, please sign below.

\_\_\_\_\_  
Producer's Signature

\_\_\_\_\_  
Caterer's Signature

\_\_\_\_\_  
Producer Name

\_\_\_\_\_  
Caterer Name  
Soc. Security # or Fed. I.D. # \_\_\_\_\_