



Cupcakery – Catering – Bake Shoppe

### Important Information: Booking Your Event

*The Wright Touch Cupcakery – Catering – Bake Shoppe limits the number of special events that are catered on any one day. This unique policy guarantees that your event will receive the ultimate degree of quality and service it deserves.*

*In order to insure that our clients and their guests are provided with an exceptional experience we request the following booking guidelines:*

Final bake shoppe flavor selection and final guest count is due no later than **14 calendar days** before your event. After that date we will be unable to reduce the count as product has already been ordered and paid for. If your selections and guest count increases we will make every effort to accommodate your needs for food and staff. Last minute bookings will be handled on a case by case basis and may be subject to additional fees.

A 50% deposit is required to secure your event on our calendar. This deposit is based on the estimated written proposal determined by the client and Debbie Wright, Owner, The Wright Touch LLC.

Final payment for the event is due 2 weeks before the event takes place. Please make arrangements to have your check, credit card, OR cash payment available to be collected at this time. **Based on our policies we are unable to accept gift certificates, coupons or any other form of payment or offers for deposit or final payment.**

*Reminder: Without a 50% deposit to secure our services your event is considered to be **pending**. This means that we have penciled in your event on our events calendar but there is **no firm commitment** from either party.*

***Please be advised that The Wright Touch will pursue all leads for available dates until a client has agreed to terms and a deposit of 50% of the estimated total has been received to secure the date requested.***

#### Service Profile Options

- **#1 Pick up at our store:** your order will be available for pick up at our shop at a pre-arranged time. All items will be packaged and ready for transport
- **#2 Drop Off w/Set up:** The Wright Touch staff will arrive to set up the display for your event, Within 24 hours after the event is over the client will be responsible for returning all items, in the same condition as it arrived. Rental fee for equipment used is \$25.00 and a damage deposit of \$25 per chafer is required for all chafer rentals. A service fee of 8% (within 20 mile radius) or 10% (outside 20 mile radius but within a 30 mile radius)\* and sales tax at 7% is added. **No gratuity or labor costs are associated with this type of service.** If clean up or pick up by The Wright Touch staff is required an additional \$25.00 will be added to the final cost. **\*Deliveries for events outside a 30 mile radius will be handled on a case by case basis.**
- **#3 Set Up w/Continuing Onsite Service:** Pricing includes food, service fee and sales tax **plus** a fee of \$15 per hour per staff member is charged for labor. This type of service will require one staff member for every 50 guests for self serve buffet plus additional kitchen staff as needed.

**IMPORTANT:** To secure the booking of your event please review and sign this document. **In addition** we will require acceptance of the signed proposal document and signed catering policies document to secure your booking. *This means that we have penciled in your event on our events calendar but there is **no firm commitment** from either party until The 50% deposit has been received and all required paperwork has been signed and accepted by Debbie Wright, Owner The Wright Touch LLC*

**I have read the above information and agree to the terms and conditions stated therein**

Client Name: \_\_\_\_\_ Date: \_\_\_\_\_

The Wright Touch \_\_\_\_\_ Date: \_\_\_\_\_