



CATERING ORDER PAYMENT AGREEMENT

FULL NAME: _____

CONTACT NUMBER: _____

EMAIL ADDRESS: _____

PHOTO ID (ATTACH A COPY): **YES** | **NO**

CATERING DETAILS:

PAYMENT TYPE: _____

PAYMENT DETAILS: _____

DATE ORDER PLACED: _____

ORDER PICK-UP DATE: _____

IS THIS ORDER CONNECTED TO A RENTAL HALL EVENT: **YES** | **NO**

IF "YES", WHAT IS THE REASON FOR RENTAL HALL EVENT:

PAYMENT AGREEMENT: REGULATIONS, TERMS, AND CONDITIONS FOR SIGNATURE CATERING ORDERS

This Payment Agreement outlines the regulations, terms, and conditions for catering orders with Signature KST Restaurant, Bar & lounge. By placing an order with Signature KST, the client agrees to the following terms and conditions.

Order Confirmation and Deposit

Catering Confirmation:

A catering order is only confirmed upon receipt of a signed contract and a deposit of 50% of the estimated cost or full payment.

Deposit:

The deposit is non-refundable and must be paid when placing a catering order. For orders requested within 24 hours (rush catering) full payment for catering services must be made.

Payment Terms

Final Payment:

The remaining balance is due within seven (7) business days before the date of catering pickup.

Methods of Payment:

Payments can be made via cash, debit, or credit card. Checks are not accepted.

Cancellation Policy

Cancellation by Client:

If the cancellation occurs:

More than thirty (30) days before catering pickup, the client will forfeit 25% of the deposit.

Less than thirty (30) days before the event, the client will be responsible for 75% of the total estimated cost.

Cancellation by Signature KST Rental Hall:

In the unlikely event that Signature KST must cancel these catering services, a full refund of all payments will be provided to the client.

Menu Confirmation:

Menu Selection: Final catering menu selections must be confirmed on the day of order placement.

Service Charges and Taxes

Taxes: All applicable New York City taxes will be added to the total cost of the order.

By signing this agreement, the renter acknowledges that they have read, understood, and agreed to all the terms and conditions outlined above.

SIGNATURES:

Signature of Renter: _____

Date: _____

By signing below, you understand and agree to abide by the terms and conditions outlined in this rental agreement.

Oder's Full Name: _____

Signature: _____

Date: _____

FOR OFFICE USE ONLY:

Full Payment Made: **Yes** | **No**

Deposit Paid: **Yes** | **No**

Amount: \$ _____

Date Received: _____

Remaining Balance: _____

Remaining Balance Due Date: _____

Authorized Representative Name: _____

Authorized Representative Signature: _____