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## Operational Agreement Between Gourmand LLC and Prospective Client.

This contract serves as an agreement between Gourmand LLC, its employees, and any of its affiliates; with their prospective Client, business, or any hiring party involved. Gourmand LLC represents both our food truck under the name Gourmand Artisan Street Food and Gourmand Cafe at our Body Zone location in Spring Township, PA as well as our Gourmand Cafe at 945 Berkshire Blvd.

Wyomissing, PA. All off site catering performed by Gourmand LLC will be done from within our food truck or will be prepared at our commissary kitchen within the Gourmand Cafe at Body Zone or Gourmand Cafe Wyomissing. All entities described above are licensed by the PA department of Agriculture to prepare and serve food, and such documentation will be displayed at the time of the event.

### Services:

Gourmand LLC agrees to setup the Gourmand Food Truck or catering equipment in an agreed upon area that is level, stable, and clean. If the agreed upon area does not fit these requirements, or somehow inhibits safe food preparation, Gourmand LLC reserves the right to find an alternate service area approved by the client.

Gourmand LLC and the client will decide upon any electrical access required for the event. The Gourmand Artisan Street Food Truck comes equipped with its own water, propane, and generator systems. However in cases where electricity is available, and noise is desired to be at a minimum; Gourmand LLC encourages that the client allows the food truck, and/or catering entity to "plug in" to a GFI protected wall outlet.

Privately catered and/or requested events will require a \$100 non-refundable deposit in addition to the per person rate. This deposit assures your date is locked in and covers, expenses to and from the event; as well as propane fuel during the event. This deposit is not required if the client is a faire, festival, municipality, or otherwise has invited Gourmand LLC to provide food service to a specified event. The deposit is required when a per person amount has been established for a catered event at a private residence, or otherwise established facility.

All such catering deposits are due upon receipt of this signed contract. Date cannot be guaranteed until this agreement is signed and the deposit is received.

All deposits for any wedding related catering event will be \$500 due upon receipt of this signed agreement.

For these catering occasions, a 20% service charge will be applied which covers pre-planning correspondence, event logistics preparation, staff labor on the day of the event, insurance, our food truck rental fee, travel, and fuel expenses.

A 25% service charge will be applied to any wedding catering that includes a tasting before the event.

A 10% gratuity is added to all food truck catering events for your convenience.

### Cancellation Policy:

Events canceled 90 days prior to the event date will be subject to a 25% non-refundable deposit.

Events canceled between 30 - 90 days prior to the event date will be subject to a 50% payment of the overall quoted catering fee.

Events canceled between 7 - 30 days prior to the event date will be subject to a 75% payment of the overall quote catering fee

Events canceled within 7 days of the event date will be required to pay 100% of the overall quoted catering fee.

## Rules and Standards:

Gourmand LLC is responsible for food creation and service of its own menu items. Gourmand LLC will and can not serve items prepared off site and/or provided by another business entity or private citizen. All such items must be served outside the Gourmand Food Truck or Gourmand catering entity, and cannot be handled by Gourmand LLC staff.

In the case of technical problems, medical emergencies, or similar issues; Gourmand LLC reserves the right to cancel or possibly reschedule the event with adequate advanced notice. This occurrence must be approved by both parties and any deposits collected by Gourmand LLC for private catering will be refunded within 30 days of the cancellation.

Gourmand LLC hereby states that it will perform its catering duties professionally, will setup on time and provide food service in a timely manner. Gourmand is responsible for providing a trash receptacle and will clean up any refuse in the designated catering area. Gourmand LLC is not responsible for cleanup inside residences, businesses, parks, fields, or anywhere outside the predetermined setup area.

Our Gourmand Artisan Street Food Menu will be provided for all catering jobs and can be divided into various catering packages. Any off menu items can be created at an agreed upon price between Gourmand LLC and the client. Items from our Gourmand Cafe menu can also be included as part of all catered events. These items and pricing will be determined on a per client basis.

## Gourmand Food Truck Catering Minimums:

Food minimums for truck catering with 40 people or less:

- ~ Monday - Thursday Lunch Event: \$400
- ~ Monday - Thursday Dinner Event: \$800
- ~ Friday - Sunday Lunch Event: \$600
- ~ Friday - Sunday Dinner Event: \$1000.00
- ~ Exceptions and or Alterations might be made depending on event distances and logistics.
- ~ These are minimums for food only and do not include our Service charge, gratuity, or sales tax.

Food minimums for Food Truck Wedding Catering:

- ~ All food minimums for Wedding Catering involving the Gourmand Food Truck : \$1500.00
- ~ These are minimums for food only and do not include our Service charge, gratuity, or sales tax.

## Catering Packages:

Package 1/ \$10 per person: 1 entree item, 1 side, 2 hour service time.

Package 2/ \$15 per person: 1 appetizer item, 1, entree item, 1 side, 2 hour service time.

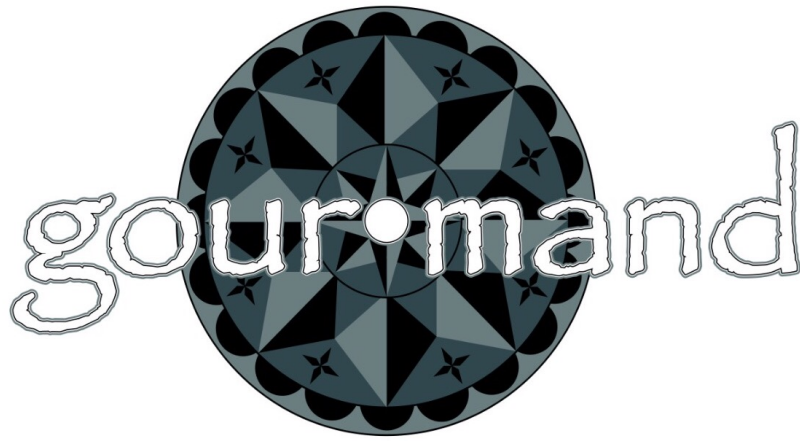
Package 3/ \$20 per person: 2 appetizer items, 1 entree item, 2 hour service time.

Package 4/ \$25 per person: 1 appetizer item, 1 entree item, 1 side, 1 dessert item, 2 hour service time.

Package 5/ \$30 per person: 2 appetizer items, 1 entree item, 2 sides, 1 dessert item, 2 hour service time

Package 6/ \$40 per person: Unlimited food, drink, and dessert items per person, 3 hour service time.

Custom Packages are available to meet your specific needs for dietary restrictions, kids meals, drink packages, bartending services, catering trays, and buffet setup.



Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### Gourmand Operational Contract

Gourmand LLC enters into this agreement with \_\_\_\_\_Name\_\_\_\_\_ on the date of \_\_\_Date\_\_\_ to operate our food truck and/or our Gourmand catering service for the expressed purposes of food service on the specified date or dates. Gourmand LLC will be present on the date of \_\_\_Date\_\_\_ and will setup no later than 30 minutes before the designated start time which will be \_\_\_Time\_\_\_. The client hereby agrees to the provided service agreement in full and furthermore concurs that Gourmand LLC will provide its catering services on the above specified dates. Please list any specific details related to the event that might be important knowledge for Gourmand LLC and its staff. (I.e. Dietary requirements or restrictions, event specifics, party details, addresses, contact info. Etc.)

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Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_