

**Bowers Ladies Auxiliary**  
**P. O. Box 224**  
**Frederica, DE 19946**

**Catering/Rental Agreement**

This agreement, made on this date \_\_\_\_\_, between the Auxiliary and the rentee \_\_\_\_\_ for the services listed below:

Function Date and Type: \_\_\_\_\_  
Time (Maximum of 6 hours) From \_\_\_\_\_ until \_\_\_\_\_

1. \$ 150.00 Security Deposit

- A. Deposit must be paid and a contract must be signed in order to reserve the date requested.
- B. Deposit is refundable within (30) days after the event if no damages occur.
- C. Deposit will be refunded if the event is cancelled as long as the cancellation is received in writing at least (30) days in advance of the function date; otherwise it is non-refundable.

2. \$ 150.00 Cleanup Fee

- A. A cleaning service will be provided by the Auxiliary for any event that we cater. However, if there is an excessive amount of cleanup to be done, the \$150.00 cleanup fee will apply.
- B. This fee is subject to change without notice.

3. Meal Plan:

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4. Special Requests (may require an additional fee):

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5. Summary:

Head Count	_____
Price per plate	_____
Total Meal Cost	_____
Cleanup Fee (if applicable)	_____
Special Request Fee	_____
TOTAL	_____
Less Deposit	_____
BALANCE DUE	_____

\*Note: Balance is payable 15 days prior to the date of the function.  
Balance is due on \_\_\_\_\_

Any platters served above the head count is payable at the time of the function.

Rentee - Name, Address, and Phone Number

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Auxiliary Contact Person - Name and Phone Number

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Rentee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Auxiliary's Signature \_\_\_\_\_ Date \_\_\_\_\_