

## Java Junction - Catering & Private Events Agreement

This Agreement outlines the terms and conditions for catering and private events hosted by Java Junction. By confirming an event, the customer agrees to the following:

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### 1. EVENT DETAILS

This Agreement applies to the event described in the accompanying quote or confirmation, including:

- Event date and time
- Estimated guest count
- Selected catering package and/or à la carte items
- Staffing and venue rental (if applicable)

All details must be finalized before the event.

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### 2. BOOKING & DEPOSIT

- A **deposit is required** to reserve the event date and time.
  - The deposit amount and due date will be specified in the event quote.
  - The deposit is applied toward the final total unless otherwise stated.
  - The event is not considered booked until the deposit is received.
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### 3. FINAL GUEST COUNT & MENU CONFIRMATION

- Final guest count and menu selections are due **no later than 72 hours before** the event.
  - Guest count provided at that time will be used for billing and food preparation.
  - Increases to guest count after the deadline are **not guaranteed** and may incur additional charges.
  - Menu substitutions or changes on the day of the event are not permitted.
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### 4. FOOD SERVICE STYLE

- All catered events are served **buffet-style, unless the full-service option is selected**.
- Food is prepared in advance based on the confirmed guest count.
- Java Junction controls food pacing and service flow during the event.

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## 5. BEVERAGE SERVICE

- Java Junction provides **non-alcoholic beverage service only**.
- Specialty beverage service is hosted by the event organizer unless otherwise stated.
- Optional spend caps may be set in advance.
- Specialty coffee drinks may be included if arranged ahead of time.

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## 6. ALCOHOL POLICY

- Java Junction does not sell or provide alcohol at private events.
- Event hosts may **bring a limited amount of beer and wine only**, within reason, for private events.
- **Hard liquor and spirits are not permitted** on the premises under any circumstances.
- Alcohol consumption must be limited to guests who are of legal drinking age.
- Java Junction staff are not permitted to serve, pour, or manage alcoholic beverages.
- The event host is responsible for monitoring alcohol consumption and guest behavior.
- Java Junction reserves the right to restrict or discontinue alcohol consumption if it determines that alcohol use is unsafe, excessive, or disruptive.
- Violation of this policy may result in immediate termination of the event without refund.

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## 7. STAFFING & EVENT HOURS

- Events are staffed based on the confirmed guest count and menu.
- Venue rental and staffing are billed by the hour, with a minimum time requirement.
- Events exceeding the scheduled end time may incur additional hourly charges.

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## 8. PAYMENT TERMS

- Final payment is due according to the timeline outlined in the event quote.
  - Any additional charges incurred during the event (extra time, added items) will be added to the final invoice.
  - Accepted payment methods will be specified in the quote or invoice.
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## **9. CANCELLATIONS & CHANGES**

- A deposit is required to reserve an event date.
  - Cancellations made more than 7 days prior to the event may be eligible for a refund or credit of the deposit, less any non-recoverable costs.
  - Cancellations made 3–7 days prior to the event will result in the forfeiture of the deposit.
  - Cancellations made within 72 hours of the event may be subject to full event charges, including catering, staffing, and venue rental.
  - Same-day cancellations or no-shows will be charged 100% of the event total.
  - Final guest counts and menu selections are due 72 hours prior to the event.
  - Reductions to guest count after the final confirmation deadline are not eligible for refunds.
  - Increases to guest count are subject to availability and additional charges.
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## **10. ALLERGIES & DIETARY RESTRICTIONS**

- The customer is responsible for notifying Java Junction of any known food allergies or dietary restrictions in advance.
  - While reasonable accommodations may be made, Java Junction cannot guarantee a completely allergen-free environment.
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## **11. LEFTOVER FOOD**

- Leftover food handling is at the discretion of Java Junction and subject to food safety guidelines.
  - Any approved leftovers must be collected at the conclusion of the event.
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## **12. LIABILITY & DAMAGES**

- Java Junction is not responsible for personal belongings brought to the event.
  - The customer is responsible for any damage caused by guests to the space or property.
  - Java Junction reserves the right to end an event if guest behavior poses a safety or policy concern.
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## **13. FORCE MAJEURE**

Java Junction is not liable for events canceled or interrupted due to circumstances beyond reasonable control, including but not limited to weather emergencies, power outages, or government restrictions.

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#### 14. ACCEPTANCE OF TERMS

By confirming an event and submitting payment, the customer acknowledges and agrees to all terms outlined in this Agreement.

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##### Customer Acknowledgement

Customer Name: \_\_\_\_\_

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

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##### Java Junction

Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_