

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:

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

14. ACCEPTANCE OF TERMS

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

Customer Acknowledgement

Customer Name: _____

Signature: _____ **Date:** _____

Java Junction

Authorized Representative: _____ **Date:** _____