

Food Supply Agreement for Special Events

Date: [Insert Date]

Parties:

[Supplier Name]
[Supplier Address]
[Supplier City, State, Zip Code]
[Email Address]
[Phone Number]

AND

[Event Organizer Name]
[Organizer Address]
[Organizer City, State, Zip Code]
[Email Address]
[Phone Number]

1. Agreement Details

The purpose of this agreement is to outline the terms and conditions under which [Supplier Name] will provide food supplies for the special event organized by [Event Organizer Name] on [Event Date] at [Event Location].

2. Food Supply Specifications

The food supply will include:

- [List food items]
- [Quantity]
- [Type of service - buffet, plated, etc.]

3. Payment Terms

The total cost for the food supplies will be [Total Amount], payable by [Payment Method] no later than [Payment Due Date].

4. Delivery and Setup

The Supplier agrees to deliver the food supplies to the event location by [Delivery Time] on [Event Date]. The Supplier will also be responsible for the setup of the food stations.

5. Cancellation Policy

In the event of cancellation, the Event Organizer must notify the Supplier [Notice Period] in advance to avoid any cancellation fees.

6. Agreement Signatures

By signing below, both parties agree to the terms outlined in this Food Supply Agreement.

[Supplier Representative Name]

[Title, Supplier Name]

Date: _____

[Event Organizer Representative Name]

[Title, Event Organizer Name]

Date: _____