



## THE TAMALE SPACESHIP CATERING AGREEMENT

THIS CATERING AGREEMENT (“Agreement”) is made this day of \_\_\_\_\_, 20\_\_ (“Effective Date”), by and between HERZAR LLC, a Chicago Catering company (“The Tamale Spaceship”), and \_\_\_\_\_ (“Client”).

1. **Services.** The Tamale Spaceship shall perform catering and event services (“Services”) to Client for the event described on Schedule A (the “Event”), and Client authorizes The Tamale Spaceship to procure the goods and services necessary or desirable to perform the Services. In Case of a BYOB event client shall provide and/or make available certain equipment, materials and supplies to The Tamale Spaceship in connection with the Event and Services, as described in Schedule A.
2. **Event Fees.** For events and bookings that are 30 days or less, the full balance of the estimate will be issued via electronic invoice and due upon “Acceptance.” For events and bookings that are more than 30 days out, a 50% deposit will be due upon estimate “Acceptance,” with the remaining balance due seven (7) days before the event.
3. **Payment:** Credit card payment is available to our clients with a processing fee of 3% added to credit card invoices. We alternatively accept Zelle/Quickpay via username thetamalespaceship@gmail.com. Corporate and personal checks may be accepted with prior notice and approval.
4. **Guarantees.** A guaranteed number of guests is required ten (10) business days prior to the event in order to secure and provide quality products/produce required for the function. After that time, the guarantee may be increased, but not decreased from the number given. The guest check will be prepared based upon the guaranteed number of guests actually attending, whichever is greater. If the client gives no guarantee, we will use the largest number of guests indicated on the invoice as a basis for the guarantee.
5. **Termination for Cause.** Upon acceptance of an Estimate, a non-refundable deposit of 50% is required. The amount of your received deposit will be applied towards the total cost of the event. In the event of a cancellation on behalf of The Tamale Spaceship, the full deposit and any applicable payments will be refunded within three (3) business days of cancellation notification.
6. **Taxes & Fees.** A sales tax of 10.25% will be charged and paid for by client along with a 3% processing fee (if applicable). If you (client/customer) have Tax Exempt Status within the State of Illinois, a valid and current copy of your Illinois State Tax Exempt certificate must be provided at the time of booking in order to omit sales tax in your Estimate and Final Invoice.
7. **Gratuity** 18% Gratuity will be added to all events.
8. **Food Truck Rental:** Packages to rent The Tamale Spaceship Food Truck begin at \$200 in the city of Chicago & \$250 in the suburb and includes two (2) hours of truck service with two to four (2-4) staff members depending on size of party. Additional hours can be purchased at the rate of \$100 per hour. For distances within 20 miles or less from 60608, there will be no charge for traveling. For distances that exceed 20 miles from 60608, each additional mile traveled to the event will be billed at a rate of \$5 per mile.
9. **Full Service Catering & Rentals:** The Tamale Spaceship now offers full-service catering options which include floor servers, bartender, rentals and other special services each at additional rates. Delivery fees apply. Professional servers and bartender can be provided at a hired rate of \$35.00 per hour with a minimum of five (5) hours. For more pricing on rentals, please send an email request to thetamalespaceship@gmail.com.
10. **Alcohol/BYOB:** The Tamale Spaceship proudly offers both full bar service and BYOB packages. BYOB service can be purchased if the venue allows for outside alcoholic beverages to be brought into the event. Professional bartenders can be provided at a hired rate of \$35.00 per hour with a minimum of four (4) hours. For more information on the various packages please contact thecantinalibre@gmail.com.
11. **Payment:** Credit card payment is available to our clients with a processing fee of 3% added to credit card invoices. We alternatively accept Zelle/Quickpay via username thetamalespaceship@gmail.com. Corporate and personal checks may be accepted with prior notice and approval.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first written above.

THE TAMALE SPACESHIP

HERZAR LLC,  
a Chicago Catering Co.

*Manny Hernandez*

By: \_\_\_\_\_  
Name: Manny Hernandez  
Title: CEO

Address

2296 S Blue Island Ave  
Chicago, IL 60608  
Phone (Catering): (773) 630-9665  
[Email: thetamalespaceship@gmail.com](mailto:thetamalespaceship@gmail.com)

CLIENT

\_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Address

\_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_



SCHEDULE A

EVENT DESCRIPTION:

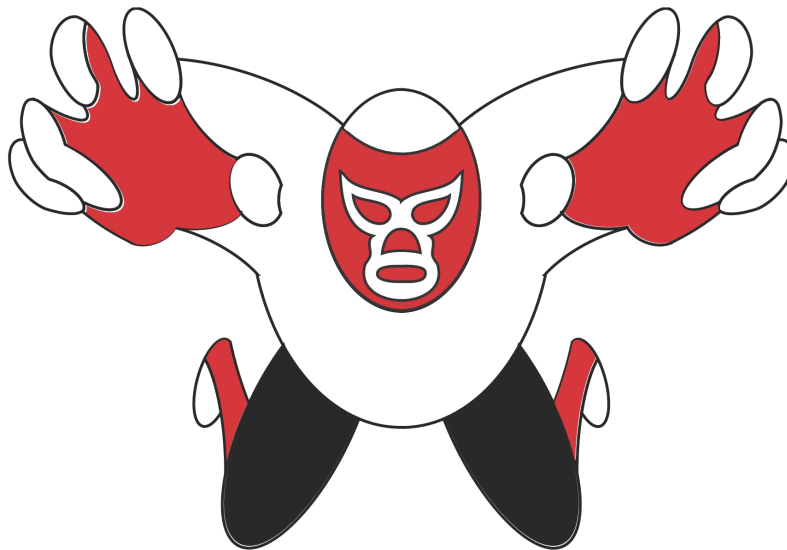
EVENT NAME: \_\_\_\_\_

EVENT DATE(S): \_\_\_\_\_

EVENT TIME: \_\_\_\_\_

EVENT LOCATION: \_\_\_\_\_

ESTIMATED NUMBER OF GUESTS: \_\_\_\_\_



CHICAGO

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LIQUOR CATERING