



563 2ND STREET SAN FRANCISCO, CA 94107  
FAX 415-369-0909

Catering Policies and Deposit

- A 50% deposit is required to guarantee all catering orders.
- All deposits are fully refundable if cancelled more than seven (7) days in advance.  
Cancellations made less than seven (7) days in advance will forfeit the deposit.  
Cancellations on the day of pick-up are not refundable and are subject to the full charge for the catering package.
- Menu details and the final head count must be received five (5) business days before the pick-up date or the order may be subject to cancellation and deposit forfeit.
- The catering package purchase will be entered on a single bill subject to sales tax and will be payable in full on the day of pick-up by Visa, AMEX, or MasterCard.

**Name of Event :** \_\_\_\_\_

**Pick-up Date, Pick-up time:** \_\_\_\_\_

**Total Headcount:** \_\_\_\_\_

**Catering Package** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Contact Phone #:** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_

**Deposit (50% of catering package price): \$** \_\_\_\_\_

**Name on Card:** \_\_\_\_\_

**Type of Card:** \_\_\_\_\_

**Credit Card Number:** \_\_\_\_\_

**Credit Card Expiration Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Authorization and Policies:

1. By signing below, I agree that 21st Amendment Brewery Restaurant will make a charge of the reservation deposit amount listed above to the credit card number listed above to confirm and hold a reservation for a catered package. I understand that the amount charged is non-refundable unless cancelled in accordance with the terms of this agreement. The reservation deposit amount will be applied to the catering purchases.

2. I understand that menu details and the final head count for the contracted package must be received five (5) business days prior to the party or the party may be subject to cancelation and deposit forfeit. The minimum purchase amount will be entered on a single bill and subject to sales tax which will be payable in full on the day of the event.

3. I understand that if I cancel more than seven (7) days prior to the scheduled date of the pick-up, I will be entitled to an immediate and complete refund of my catering deposit. I also understand that if I cancel less than seven (7) days prior to the event date I will forfeit the deposit amount stated above.

I, \_\_\_\_\_ (Print name), agree to the above policies.

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