

Temporary Retainer Agreement

Thank you for your interest in The Crystal Lake Catering Company, herein referred to as CLCC. If you have not discussed your event with us please call and speak with Jim at 231.383.5156 or email him at Jim@CrystalLakeCatering.com before you fill out and send in this form.

By completing this form you will retain CLCC's services for the date(s) below.

- This retainer will get applied as part of your initial deposit when the contract is finalized.
- If we cannot come to a mutually acceptable contract by December 1st, your retainer fee will be returned to you. Providing both you and CLCC with ample time to find replacements for the date listed below.

Please fill out the form below:

Name: _____ Address: _____
City: _____ State: _____ Zip: _____
Phone: (____) _____ Email: _____
What kind of special event _____
Date(s) of your event: _____ Guest count: _____
Event location _____
Estimated Budget: _____
Your signature: _____

To retain our service please include a check for \$100 and mail to:

The Crystal Lake Catering Co.
823 James street
Frankfort MI 49628

Thank you for your interest in, and your patience in working with CLCC. Based upon our previous discussion, we feel confident that you and we can compose a mutually acceptable catering contract for your special event. We look forward to working with you more closely in late October and November to compose your contract. Please contact me if you have any questions and/or concerns. Regardless of what you decide to do, Congratulations!

Jim Barnes
Owner

