

# Catering Agreement



between  
Schlüsselhof Seminar GmbH  
and

Please complete in full and return to the Schlüsselhof  
**3 Months prior to your start date!**  
**FAX** (03 98 88) 6 44-70 oder  
**E-MAIL** info@schluesshof.de

[Dotted box for Contract Partner (CP) name]

Contract Partner (CP)

Thank you!

For the time period from \_\_\_\_ . \_\_\_\_ . \_\_\_\_ until \_\_\_\_ . \_\_\_\_ . \_\_\_\_ .

The CP books: [Dotted box] People (+/-10%): *please check all applicable options*

- Full-service (Breakfast, Lunch, Dinner) or
- Half-service (Breakfast & Dinner)

### Mealtimes:

Breakfast from 8:30 am until 10:00 am

Lunch  12.30 p.m. or  1.00 p.m.

Dinner  6.30 p.m. or  7.00 p.m.

First meal on day of arrival  Breakfast or  Lunch or  Dinner

Last meal on day of departure  Breakfast or  Lunch or  Dinner

Break Snacks /Drinks at \_\_\_\_ : \_\_\_\_ a.m. and \_\_\_\_ : \_\_\_\_ p.m. (available for pick-up in the Cafe)  
mornings afternoons

- Cookies
- Pastries
- Fruit Platter

Pot coffee 1,5l # [Dotted box]

Pot tea 2,0l # [Dotted box]

- Black Tea
- Green Tea
- Herbal Tea
- Ginger-infused water

Special Requests: *possible upon confirmation by the Schlüsselhof*

[Large dotted box for special requests]

In order for us to be well- prepared for your event, we need complete information. Short-term requests can only be considered to a limited extent and are not guaranteed.

We would like to consider your preferred meal time, but we reserve the right to coordinate parallel groups.

[Dotted box for Date and CP Signature]

Date

CP Signature