



“The Cheesy Chick LLC”  
Grilled Cheese & Mac-n-Cheese with a twist  
716-238-3786  
[cheesychickbuffalo@gmail.com](mailto:cheesychickbuffalo@gmail.com)

**Please review and complete this form. Feel free to make a copy for your records. Everything must be filled out and signed before the event is confirmed and booked on our calendar\*\***

**\*\*Receiving an email signifies the event is pending on our calendar contingent upon completion of this form**

***\*\*Cancellation & Weather Policy\*\****

This section will cover our general cancellation policy as well as weather related cancellations.

***General Cancellation Policy:***

If a vendor or event coordinator does not cancel an event within 2 weeks prior to the event date, there will be a \$250 cancellation fee. In addition, cancellation the day of, or once the Cheesy Chick LLC is on site will result in a \$500 cancellation fee. Please remember that cancelling the Cheesy Chick LLC based on not having approved permits, location, marketing, or insurance requirements is not our responsibility, these items are the responsibility of the vendor or event coordinator.

***Weather Policy:***

As the weather can oftentimes be unpredictable in and around Western New York, we are understanding and accommodating based on safety concerns in the event of inclement weather. If both the Cheesy

Chick LLC and the vendor or event coordinator agree that the weather is unsafe to vend no cancellation fee will be charged.

The Cheesy Chick LLC reserves the right to cancel at any time for the following reasons: inclement weather, breakdown, staffing issues, and or food and general safety concerns on site. If The Cheesy Chick LLC does cancel for any of the reasons listed above, we will do our best to accommodate another truck.

**Sign Here:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

***\*\*Lunch Rotation & Service Policy\*\****

**Lunch Rotation:**

The Cheesy Chick LLC's set lunch hours are 11:30-1:30pm Monday-Friday unless both the Cheesy Chick LLC and the employer have agreed on different hours of operations based on location. Other hours of lunch services could be 11am-12pm; 12pm-1pm. The Cheesy Chick LLC guarantees to be on site at least 15-30 minutes prior to the start of the lunch service.

The Cheesy Chick LLC asks that the employer provide employees with the lunch service menu, online ordering link, reminder email, and flyers at least 3 days prior to the lunch service. The Cheesy Chick LLC will provide you with the menu and online ordering link ahead of time. The employer is subjected to a \$200.00 fee if all of the appropriate marketing materials listed are not provided by the employer in the given timeframe. The employer is also subject to having future lunches by the Cheesy Chick LLC cancelled if they do not meet the \$300 minimum for the first 3 lunches that are booked.

If the Cheesy Chick LLC arrives on site for lunch service and the office did not know about our lunch service, or another truck is on site that wasn't agreed upon previously, the office will be charged \$500.00. If for any reason your office needs to cancel or change lunch service dates, please contact us at least seven days prior. If you contact us with less than 7 days notice, your office will be charged \$200.00.

Name of Business: \_\_\_\_\_

Number of Employees: \_\_\_\_\_

Offices/Other Employers Nearby? \_\_\_\_\_

Daily employee lunch hours: \_\_\_\_\_

Other food on site? \_\_\_\_\_

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

Phone (cell) Number: \_\_\_\_\_

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

Parking Spot: \_\_\_\_\_

**Sign Here:** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**\*\*Pre-Arrival & On Site Requests\*\***

**Pre-Arrival Requests:**

As the vendor/event coordinator, please let us know if we need to provide insurance requirements (for example, does your location need to be additionally insured and added?). If so, we need full business name, address and contact person.

If vendor/event coordinator needs to see our health permit, other insurance, DMV documents, or our W-9 form, please let us know in this document as well as before we arrive on site for your service.

Additional proof needed:

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Does your town require a permit? \_\_\_\_\_

Do you require a deposit or fee? \_\_\_\_\_

Donation percentage? \_\_\_\_\_

Number of expected person? \_\_\_\_\_

Number of trucks? \_\_\_\_\_

Any other food/beverage? (selling or free)\_\_\_\_\_

Times of service? \_\_\_\_\_

Name of event? \_\_\_\_\_

Location of event? \_\_\_\_\_

Additional info, links or promo please include.

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Please sign below acknowledging that you have filled this out to the best of your knowledge. If any of the above information is altered or changed on site, an additional charge may be assessed.

**Sign Here:**\_\_\_\_\_ **Name:** \_\_\_\_\_

**Date:**\_\_\_\_\_ **Title:** \_\_\_\_\_

**Email & Phone Number:** \_\_\_\_\_

**On Site Requests:**

The Cheesy Chick LLC will arrive at least 30-45 minutes based on size of event and length of event. Please provide us a map, or layout of your event beforehand. We also ask that there is a legitimate parking set up with cones, tape, or an attendant to help park us at your event. Please be advised that if we are parking on a public street, we must follow all street laws, additionally if we are parking in a private lot we must follow all state laws. For example, fire lanes, handicap spots, cross-walks etc. If we receive any fines or tickets based on parking at the event the event/vendor will assume the liability for these fines. The Cheesy Chick LLC reserves the right to leave an event or decided upon parking based on general safety and state laws.

The Cheesy Chick LLC will provide trash containers outside of our entity based on Erie County Law. However, having extra trash areas or containers assists in the event as well if you'd like to provide your own. The Cheesy Chick LLC is responsible for our own sales, sales tax, credit card processing system and cash sales. If you as the vendor/event coordinator would like to set up a ticket system or provide compensation for meals, we ask that you please set that up before hand.

**Name of Location:** \_\_\_\_\_

**Full Address of Location:** \_\_\_\_\_

**Time of service:** \_\_\_\_\_

**Where to park (please provide map if applicable):**

\_\_\_\_\_

Please sign below, if any of the above information is altered or changed on site, an additional charge may be assessed.

**Sign Here:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The Cheesy Chick LLC has been serving Buffalo NY and its surrounding areas for 6 years, and as of this time we still do not require minimum monetary value for our services. However, through this document, we are asking for the vendor/event coordinators, as well as ourselves, to be honest about the expectations of event. We guarantee to provide a clean, healthy and safe service based on the Erie County Dept of Health Code. The Cheesy Chick LLC guarantees to follow all town, city, county, and state laws/codes, depending on where your event is taking place. We also guarantee to contact you if we have to cancel, arrive late to an event or have any unforeseen issues before arrival. If we owe the event money at the completion, a check will be written and sent within 3 business days. Please fill out all of the information listed within this document to the best of your ability, and we're more than happy to work with you.

If you have any questions, comments or concerns please email us or call me. Please email this form back to [cheesyckbuffalo@gmail.com](mailto:cheesyckbuffalo@gmail.com). If you would like to speak with Jonathan Rowan, please call 716-238-3786. We guarantee to get back to you within 24 hours.

Below are listing fees that could be incurred based on the stipulations listed in this document, as well as any cancellations. Please review carefully:

Cancellation of an event before 2 weeks notice: \$250.00

Cancelling an event with less than 2 weeks notice: \$350.00

Cancellation of an event on the day of: \$500.00

Cancellation of an event based on weather: Variable, please call 716-238-3786 prior to decision.

Miscalculation on expected persons at an event: Variable up to \$200, based on earlier communications with the Cheesy Chick LLC

Extra trucks or outside food on site and not agreed upon prior: \$350.00

**Sign Here:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

I (vendor/event coordinator), \_\_\_\_\_ agree to all of the terms as stated above for my event. I

(vendor/coordinator), \_\_\_\_\_ will contact The Cheesy Chick LLC with any changes or emergencies that may come up. I (vendor/event

coordinator), \_\_\_\_\_ have provided my credit card information on file. I (vendor/event coordinator), \_\_\_\_\_

understand that no charges or payments will be made or processed

unless the terms of this document are broken. I (vendor/event coordinator), \_\_\_\_\_ have received and acknowledged the

credit card form, and have filled it out with all the appropriate and accurate information.

For the Vendor/Event Coordinator:

Print Here: \_\_\_\_\_

Sign Here: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for your support and business! We look forward to making your next event a success!

## Jonathan Rowan

Jonathan Rowan

The Cheesy Chick LLC

716-238-3786