

Prestige Catering and Event Hire

TERMS AND CONDITIONS: CORPORATE CLIENTS

ACCOUNTS – A seven-day account is available for regular corporate clients. Until the credit application has been approved in writing, all functions are C.O.D unless other arrangements have been authorized by Prestige Catering and Event Hire management.

BOOKINGS – Bookings can be made by phone, fax or email. Minimum 24hrs notice is required for bookings. Every effort will be made to accommodate late bookings. We reserve the right to charge a \$25 service fee for orders giving less than the minimum notice.

CANCELLATIONS – Unless notified otherwise, a minimum 24hrs written notification is required if you wish to cancel your function. Should you provide less than 24hrs notice, you may be charged at the full cost as per your confirmation.

CHILDREN – Less than 5 yrs old - free. 5 yrs old to 12 yrs old - 75% of menu price. Over 12 yrs old – full menu price

CONFIRMATION – An emailed or faxed confirmation is required to confirm your function. By way of confirming your function, you agree to abide by Prestige Catering and Event Hire's Terms & Conditions.

DELIVERY – Unstaffed functions and delivery of hire equipment will incur a delivery charge applicable to suburb.

DISCLAIMER – Prestige Catering and Event Hire is a Food Safe accredited caterer. As per Food Safe regulations, any food remaining after the function should be refrigerated immediately and consumed within 24 hours. We accept no responsibility for the safe handling or consumption of food once staff have departed.

EFT DETAILS – Please ensure surname (and function date if able) is on the bank entry.

ANZ Bank Account Name: Prestige Catering and Event Hire BSB: 016 441 Account No: 4989 45991

FINAL NUMBERS - Confirmation of final function numbers for buffets is required no less than 3 working days prior to the confirmed function date. Your function will be charged to you at this final confirmed number. Should your numbers increase however, we will endeavour to accommodate your needs, and in this case you will be charged for the amended final increase in numbers.

FUNCTION SERVICE STAFF - Additional bar and wait staff are available at a cost of \$33 per hour, minimum 3 hours per staff member. We anticipate staff to commence and finish service at allocated times. On occasions when factors are outside of our control (e.g. late arrival of guests), there will be an additional charge at the rate of \$33 per hour, per staff member, for the extra time staff remain.

GST – All prices inclusive of 10% GST.

HIRE EQUIPMENT AND PROFESSIONAL CHARGES - Where hire equipment, audio visual, decorations, etc is required to be organized by Prestige Catering and Event Hire, the charges for this equipment and/or services will be added to the total function charge to be settled in full at the conclusion of your function. Any hire equipment damaged or lost on site will be charged at replacement cost. Conditions of hire are per the hire list.

LATE ORDERS – any orders placed with less than 24 hours notice may incur a late fee. This fee is designed to cover additional costs incurred with additional staffing and purchase of ingredients.

LINEN – where linen is included in menu price, standard cleaning is included. Excessive or additional cleaning of linen will incur additional charges. Any damage to linen will incur a replacement cost (including damage by wax spillage).

MINIMUM NUMBERS - Buffet menu prices and inclusions are based on a minimum of 40 adult guests and packages are based on minimum 50 adult guests (i.e. wedding / buffet packages). Should your guest numbers be fewer than the stipulated minimum guest numbers, a staffing charge will be incurred.

PAYMENT – The full balance of payment is due on delivery of food or on conclusion of service, unless on account.

Payment can be by way of cheque, cash, money order, credit card (Visa and MasterCard) or electronic funds transfer. 2.5% service fee applicable for all credit card payments. Additional costs associated with the collection of overdue payments will be incurred by the client.

PRICES – Subject to change without notice.

PUBLIC HOLIDAYS - We do not add a surcharge for catering on Public Holidays. A staffing charge will be applicable for New Years Eve bookings that require staff regardless of the menu selected.

RIGHT TO SUBSTITUTE – If for any unforeseen reason Prestige Catering and Event Hire is unable to supply the product or service ordered, then a product or service of equal or greater value may be substituted without necessarily notifying the client first.

RESPONSIBLE SERVICE OF ALCOHOL – In accordance with the liquor licensing act, our staff will refuse to serve alcohol to people under the age of 18 and people who appear intoxicated. Identification may be asked for and if refused, staff may refuse to serve that guest.

TRESTLES - Client to provide a suitable serving area in a well-lit, safe environment i.e. 2 x 1.8m trestles (or similar) for a standard buffet. Trestles available for hire if required.

WASTE DISPOSAL – In accordance with health regulations, no rubbish can be transported in the catering vehicle. Rubbish will be left on site. Client to advise if any specific instructions as to where to leave the rubbish.

I am authorized to accept these Terms & Conditions and personally guarantee payment to Prestige Catering and Event Hire for products/services ordered on behalf of the company listed below.

NAME	_____	POSITION	_____
SIGNATURE	_____	DATE	_____
COMPANY	_____	PHONE NO.	_____
ADDRESS	_____	EMAIL	_____

Please sign and post to Prestige Catering and Event Hire, PO Box 6021, Waikiki, WA 6169 or fax to (08) 9593 5395.