

Prestige Catering and Event Hire

TERMS AND CONDITIONS: PRIVATE CLIENTS

BOOKING FORM – A signed booking form outlining all function details is required for Prestige Catering and Event Hire to proceed with the function. Balance shown on booking form is an estimate only, based on information provided at the time. Final balance will be on invoice.

CANCELLATIONS – Deposit is refundable with a minimum of 21 days written notification prior to the function.

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/DEPOSIT – A \$100 deposit and a signed copy of this terms form is required to confirm a booking. Menu prices are firm from receipt of deposit, guaranteed not to be changed.

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 guest numbers is required no less than 7 working days prior to the function. Your function will be charged based on 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 are inclusive of 10% GST.

HIRE EQUIPMENT AND PROFESSIONAL CHARGES - Where hire equipment, decorating, florist, etc is required to be organised 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, lost on site or not returned by due date, will be charged at replacement cost. Conditions of hire are as per the hire list.

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 5 working days prior to the function date. 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.

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.

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 hereby accept these terms and conditions as stated above:

Name (print) _____ Phone (h) _____ (m) _____

Signature _____ Email _____

Address _____ Function Type _____

_____ Function Date _____

Today's Date _____ Venue (if different to home) _____

BOOKING IS CONFIRMED UPON RECEIPT OF DEPOSIT AND A SIGNED TERMS AND CONDITIONS FORM. FORM AND DEPOSIT CAN BE POSTED TO PO BOX 6021, WAIKIKI, WA 6169 OR FAX FORM TO (08) 9593 5395 AND EFT DEPOSIT TO ACCOUNT DETAILED ABOVE.