

Prestige Catering and Event Hire

TERMS AND CONDITIONS: CORPORATE CLIENT

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

BBQ's – Client must hire BBQ's (including gas bottle) from Prestige Catering and Event Hire, unless other arrangements are agreed to prior.

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.

CANCELLATION – Basic catering i.e. finger food luncheon, morning tea etc, require a minimum 24hrs written notification. More complex catering i.e. plate service, Christmas catering etc, require a minimum 7 working days written notification. Should you provide less than the required notice you may be charged at the full cost.

CHILDREN – Less than 5 yrs old are free. 5 yrs old to 11 yrs old are 75% of menu price. 12 yrs old and over are full menu price.

CONFIRMATION – An emailed or faxed confirmation will be issued to confirm your booking. 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. Should access not be possible on first delivery/collection, a further cost may be incurred for return trips.

DEPOSIT – regular corporate clients with smaller events generally do not require to pay a deposit for each booking. "One-of catering" such as Christmas catering, and larger events will require a \$100 deposit to confirm the booking. Deposit is refundable with a minimum of 28 days written notification prior to the function.

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 after staff departure.

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

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

EQUIPMENT AND PROFESSIONAL CHARGES – Where hire equipment, decorating, florist, etc is required to be organised by Prestige Catering and Event Hire (Owner), the charges for this equipment and/or services will be added to the total function charge. Equipment, including linen, that are returned with burns, holes, rips, chips, biro/pen marks, candle wax or similar (but not limited to) will be charged at full replacement cost. Linen returned unclean with stains, including heavy food/beverage stains, that are unable to be restored to a clean condition via ordinary laundering procedures, and are required to have additional or expert cleaning, that cost will be charged to client (Hirer). Any equipment damaged, lost on site or not returned by due date will be charged at replacement cost. If Owner deems item repairable, any associated repair costs will be billed to Hirer. Any monies owing will be deducted from credit card. Should a credit card not be on file, full amount owing is due within 7 days from date of invoice. The Owner is not responsible for the setup of the equipment, unless otherwise expressly stated, and agreed in writing between the Owner and the Hirer. Conditions of hire are also as per the hire list.

FINAL NUMBERS – Confirmation of final function numbers for buffets is required no less than 7 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 – Many menus are inclusive of staff, but for those that do not, beverage, chef and wait staff are available at a cost of \$38.50 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 \$38.50 per hour, per staff member, for the extra time staff remain.

GST – Prices are inclusive of 10% GST.

LATE ORDERS – any orders placed with less than 24 hours notice may incur a late fee. This fee covers additional costs incurred with staffing and purchase of ingredients that may not be in stock at

MINIMUM NUMBERS – Buffet menu prices and inclusions are based on a minimum of 45 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. Minimum numbers may differ depending on suburb. Saturday and Sundays in December have a minimum charge of 50 adults regardless of menu.

NEW YEARS EVE - A staffing charge will be applicable for New Years Eve bookings that require staff regardless of the menu selected.

PARKING – client to supply onsite parking for company vehicles at no cost to Prestige Catering and Event Hire.

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. The client will incur additional costs associated with the collection of overdue payments.

PRICES – Subject to change without notice.

PUBLIC HOLIDAYS – A 25% surcharge and a minimum spend of \$2000 on food is applicable for catering on Public Holidays.

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.

RIGHT TO SUBSTITUTE – If for any unforeseen reason Prestige Catering and Event Hire are 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.

TRESTLES – 2 x 1.8m trestles (or similar) are required for a standard buffet and 3 for larger buffets. Trestles available for hire.

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.

Please tick if you would like your account to be deducted from your credit card. 2.5% service fee applicable for all credit card payments.

VISA/MASTERCARD NO: _____ EXPIRY DATE: _____ DEPOSIT ACCOUNT

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 (print) _____ Phone (wk) _____ (m) _____

Signature _____ Email _____

Position _____ Today's Date _____

Company _____

Address _____