

## Prestige Catering and Event Hire

### TERMS AND CONDITIONS: PRIVATE CLIENT

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

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.

CANCELLATION – Deposit is refundable with a minimum of 28 days written notification prior to the function. Full cost will be charged should less than 14 days written notice be given.

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.

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 – a deposit of \$100 is required to confirm a booking.

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 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 guest numbers is required no less than 10 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 – 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.

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 7 working days prior to the function date. Should payment not be received by the due date, we reserve the right to cancel the event and client will remain liable for full payment. Payment can be by way of cheque, cash, money order, credit card (Visa and MasterCard) or electronic funds transfer. The client will incur additional costs associated with the collection of overdue payments.

PRICES – Prices are firm upon receipt of deposit.

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 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.

TRESTLES – 2 x 1.8m trestles (or similar) are required for a standard buffet and 3 for larger buffets i.e. wedding package. 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 deposit and / or final balance 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 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. ALTERNATIVELY, EFT DEPOSIT TO ACCOUNT  
DETAILED ABOVE AND RETURN FORM VIA FAX (08) 9591 3622 OR SCAN/EMAIL info@prestigecatering.com.au**