

TERMS AND CONDITIONS

BBQ's – Client must hire BBQ's (including gas bottles) 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 non-refundable. Full cost of booking will be charged should less than 21 days' written notice be given. This will be based on the costs as per the signed booking form or the final confirmed numbers, if greater.

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.

WEDDING MENU TASTING – Menu details to be confirmed, and full payment required, a minimum 14 days' prior. Full cost of menu tasting will be charged should 12 days or less written notice be given for cancellation.

DELIVERY – Unstaffed functions and delivery of hire equipment and catering 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. Delivery of hire items will be delivered to, and removed from, the ground floor only. Client is responsible for moving of items 'upstairs and back again' if required. Should items not be returned to the ground floor prior to collection, additional hire costs will apply until goods are on the ground floor and available for collection.

DEPOSIT – A deposit of \$250 is required to confirm a booking. Regular corporate clients with smaller events generally do not require to pay a deposit for each booking. "One-off catering" such as Christmas catering, and larger events will require a \$250 deposit to confirm the booking. Deposit is non-refundable.

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 – Surname (and function date if able) is to be on the bank entry.
Account Name: Prestige Catering & Event Hire Commonwealth Bank BSB: 066 – 167 Account No: 10626919

EQUIPMENT AND PROFESSIONAL CHARGES – Where hire-equipment, decorating, florist, etc. is required to be organised by Prestige Catering & 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/open 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, the full amount owing is due within 7 days from the date of invoice. The Owner is not responsible for the setting up 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 is required 3 to 7 working days prior (Corporate Clients) and 10 working days prior (Private Clients) to the confirmed function date, depending on menu and function. Should catering numbers then increase, every effort will be made to accommodate the increase catering numbers. An amended invoice will be issued based on final catering.

FUNCTION SERVICE STAFF – Many menus are inclusive of staff, but for those that do not, beverage, chef and wait staff are available for hire, a minimum of 3 hours per staff member. We expect 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 per staff member, for the extra time staff remain.

GST – Prices are inclusive of 10% GST.

MINIMUM NUMBERS – Should your guest numbers be fewer than the stipulated minimum guest numbers for either menu, or suburb, a staffing charge will apply. Minimum numbers may differ, depending on the menu or suburb. Minimum catering is also applicable for popular days in November and December.

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 – 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. Client will incur additional costs associated with the collection of overdue payments.

PRICES – Prices are firm upon receipt of deposit.

PUBLIC HOLIDAYS – 25% surcharge and a minimum spending 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.

SUNDAY BOOKINGS – minimum charge of \$2000 for food is applicable.

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. Should rubbish bins be hired, they are to be empty on collection.

Please tick if the deposit and / or final balance is to be deducted from the credit card. 1.4% service fee applicable for all credit card payments.

VISA OR

MASTERCARD NO: _____ EXPIRY DATE: _____ DEPOSIT ACCOUNT

I hereby accept these terms and conditions as stated above:

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

Signature _____ Email _____

Function Type _____ Function Date _____ Today's Date _____

Address _____ Venue (If different from Home) _____