

Terms and Conditions

Bookings

- a) A tentative booking will be held for 7 days before being released for resale.
- b) A \$250 deposit is required to confirm the booking.
A \$500 deposit is required for wedding bookings.
- c) The deposit is non-refundable less than 4 weeks from the event.

Menu and final numbers

- a) The final menu is required 14 days prior to the event.
- b) The final number of guests is required 7 days prior to the event.
This will be the minimum number charged.
- c) Crew and musician catering need to be advised 7 days prior to the event.

Dietary Requirements and Food Allergies

- a) Any dietary requirements need to be advised 7 days prior to the event.
- b) The Caterers will make best efforts to cater for dietary requirements, however cannot guarantee that meals are provided to exact specifications.
If food allergies are of a serious nature, we recommend that guests provide their own meal.
- c) A surcharge of \$20 will occur for a vegan meal.

Payment

- a) Final payment must be made 7 days prior to function date.
- b) Final payment of all events is C.O.D.
- c) Payment can be made by cheque, bank transfer and credit card (Visa or MasterCard).

Cancellations

- a) Cancellation of the booking must be received via email. Cancellation 5 days prior to the function will incur a cancellation fee at the discretion of The Caterers.

Event Times and Floor Plan

- a) Final event times need to be specified 7 days prior to the event, including bump in + bump out.
- b) Excess staff hours will be charged after the event.

Minimum Spend

- a) The Caterers impose a minimum spend:

Monday – Thursday	\$450
Friday 9am – 5pm	\$450
Friday Night 5pm onwards	\$800
Saturday day/night	\$1000
Sunday	\$1500
Public holidays	\$2000

Public Holidays

- a) The Caterer will not take bookings for events held on Easter Sunday, Easter Monday, Christmas Day or Boxing Day.
- b) Higher staff costs apply for all other Public Holiday bookings

Alcohol Service

- a) The Caterers reserves the right (under the liquor licensing Act 1997) to refuse service of alcohol to intoxicated or disorderly patron.
- b) The client must ensure that minors do not consume alcohol + point out to staff which persons are minors.

External Hire

The Caterers staff are not responsible for setting up large items hired by the client all hire must be in place prior to the arrival of the Caterers unless The Caterers staff have been hired specifically to set up. This arrangement to be agreed upon in the event order.

Damage & Cleaning

- a) The client shall be liable for any damage caused by its invitees or guests to any of the equipment or any part of the venue. The Caterers will not be held liable for any damages + costs related to any damages. For excessive cleaning, a fee will be charged after the event.

I have read and understood the terms and conditions

Name

Signed

Date