

Terms & Conditions

Event Booking

Tentative Bookings are held for two weeks from the enquiry date or until one month before the function, whichever comes first.

If, during this tentative time, another enquiry is made for this date, the tentative booking has first right to this date. The booking must however be confirmed within 24 hours of the second booking to hold the date.

Bookings will only be confirmed with payment of a deposit and a signed and returned set of these terms and conditions.

Deposits

A deposit of \$500 is required to book a catered event under \$5000.

A deposit of \$1000 is required for events over \$5000.

More than 3 months before the function date, a deposit is refundable, minus a twenty five percent administration fee.

If the function is changed to an alternative available date, prior to three months to the function, the entire deposit is transferable.

The deposit is non-refundable from 3 months prior to the booked date of the function.

Quotes

Quotes are given according to prices at the time.

All hire costs are calculated according to the hire company's prices, and changed accordingly.

All hire on account is to be done through a preferred company, or the cost will be forwarded direct to the client. Glassware will NOT be hired by Hand Made Catering under any circumstances.

Menu costs are based on current food costs and may vary up to ten percent per year.

Payment

Complete payment for the total menu, all hire equipment and estimated staff costs is to be made no later than five working days prior to event.

Once the numbers are confirmed, (one week prior to the event) an invoice shall be raised with the total cost for the event for the client.

Any incidental costs that are accrued on the night will be calculated the following day and forwarded promptly.

If payment is not met on these conditions the function will not proceed. The client will be liable for any outstanding costs and will accept any solicitors and or collection agencies fees.

Menu

The menu is to be confirmed two weeks prior to the function date.

All menus are subject to seasonal availability.

Numbers

The final number of guests for the function are to be given 7 days (1 week) prior to the event.

This will be the minimum number that the menu will be charged on. If the numbers increase then an additional invoice will be raised after the event.

Equipment and Venues

Hand Made Catering accepts normal agreed cleaning after an event. If there is any excessive cleaning required it will be at the cost of the client.

Any cost and all responsibility due to the theft or damage to any goods, equipment or the venue is to be met by the client.

Minimum Cost

There is a minimum cost for specialised events. This is to be negotiated with Stuart prior to this agreement being signed

All other costs are separate and above this minimum.

Staffing

Required kitchen staff are included in the price of the menu chosen. This will include all kitchen setup, service and pack down / cleaning

Floor/bar staff are available only until 12.00am, after which additional on-costs apply.

Larger Functions

Hand Made Catering reserves the right to require larger deposits and extended confirmation times for functions over 100 people

I _____ agree to the above terms and conditions listed above for my event to be held on the _____ day of _____, 20____ at _____

My contact details are as follows

name: _____

address: _____

contact number: _____

signed: _____

Date: ____/____/____