

P.B. CATERING - Event Confirmation

To secure your event please read through the following terms and conditions:

Payment Terms

To confirm the date for a function, please deposit \$200 by internet transfer into BSB 032717 A/c no 157562 with your name and the date of the function.

Final Numbers

Final numbers for your function must be advised no later than 10 days prior to the function, from which an invoice will be generated for the balance of monies owing and your staff booking will be confirmed.

The balance must be received in our account with your name, function date and invoice number shown clearly on the deposit no less than 4 days prior to the function as final supplies and staff must be arranged at that time. This means that for a Saturday function, an internet banking deposit must be made no later than 5pm on the preceding Monday so it arrives in our account on the Tuesday.

Where final payment has not been received, P.B. Catering reserves the right to cancel any booking without notice.

Public Holidays

A 20% surcharge is applicable to the total account (excluding staff costs) for public holidays and New Years Eve. See below for staff rates.

Prices

Prices quoted on the website are subject to change without notice, based on increases in cost prices from suppliers, fuel, changes to government legislation regarding taxation and charges to business etc. However, once prices are confirmed within 4 weeks of your function, they will remain fixed at that confirmed price. All prices are GST inclusive.

Marquee Hire and Deposit

When booking marquees and hire equipment, a deposit of \$300 into the above account is required to secure the equipment.

The hire company will be notified of your final numbers 10 days prior to your function and your hire equipment adjusted accordingly. A new invoice will be generated and sent to you.

Payment of this invoice must be received by PB Catering 4 days prior to the function as the hire company will not deliver and erect until payment has been completed. Once the function has taken place and the hire goods are returned in good order, your deposit will be refunded in whole or adjusted for any breakages or losses.

While PB Catering will ensure all hire equipment is adequately cleaned and re-packed into their respective boxes after the function for collection by the hire company, it is the clients' responsibility to make an initial check and count all items to ensure the correct quantities have been supplied.

From time to time breakages occur, especially with glassware and a bill for "non-returns" will be sent or deducted from your deposit.

Number Increases and Decreases

Numbers can be increased during the last week prior to a function where there is no hiring of equipment involved but not decreased. We would appreciate notification early in the week as all orders are placed then and it is often difficult to obtain extra produce and staff with little notice.

Staff Prices

Bar, wait and kitchen hand staff are charged at a rate of \$33/hr (Sundays + \$6/hr) Chefs are charged at a rate of \$46.50/hr (Sundays + \$6/hr) Public Holidays and New Years Eve staff rates are double time. A \$10/hr travelling fee may apply. A minimum of 4 hours of work is required per staff member, and 2 staff must attend any function to comply with occupational health and safety requirements.

Chef/Food on Time

Although we allow an extra ½ hour to get to every function to cover small incidents that occur from time to time on the way to a function, P.B. Catering cannot be held responsible if major incidents prevent us from arriving on time. (e.g. accident on major road). P.B. Catering and the chef on the day will communicate with the customer as long as accurate on the day contact is provided by the client.

Rubbish Removal and Clean Up

Rubbish will be collected and left on-site unless P.B. Catering has been instructed otherwise. It is the customer's responsibility to check all appliances before the chef leaves and to communicate with chef any special requests before he or she leaves your function. Often staff inadvertently pack up the odd piece of kitchen equipment belonging to client or leave behind our equipment. P.B. Catering will always endeavor to return equipment during the following week. We would appreciate prompt notification of any of our equipment we may have left behind.

Safety & Hygiene

It is the customer's responsibility to ensure children and guests are kept away from any hot or potentially dangerous equipment, including chef equipment. P.B. Catering cannot take any responsibility for any damage to property or persons caused by non compliance. Pets and other animals must be prevented from entering any area where food is being prepared or served to meet food hygiene and safety requirements.

I agree to the above terms and conditions.

Name

Event date and Location

Date

Signature

Please sign, date and send back to PB Catering: **Email:** admin@pbcatering.com.au or **Fax:** 02 4657 1967.