

CREATIVE CATERING & CORPORATE EVENTS MANAGEMENT PTY. LTD. TERMS & CONDITIONS

PLEASE READ CAREFULLY - THESE ARE IMPORTANT!

MINIMUM AMOUNTS – Creative Catering & Corporate Events Management Pty. Ltd. (hereby known as Creative Catering) reserves the right to set a minimum dollar amount that needs to be spent in order to book/reserve or supply service or food to any function or event.

TENTATIVE BOOKINGS - Tentative bookings will be held for 7 days only. If another enquiry is made for the same date we will endeavour to contact you & give you first option.

CONFIRMATION & DEPOSIT- Creative Catering require a minimum 20% deposit for functions of less than \$10000 to be paid at the time of confirmation within 7 days of booking. Functions \$10000 & above require a minimum deposit of 20% to be paid at least 7 days in advance with the balance paid no more than 7 days after completion of function. SEE ACCOUNTS.

ACCOUNTS - Our policy requires full payment prior to or at the conclusion of your function. Account facilities may be arranged; however these are subject to approval of a credit application. If full payment of the account is not made within 7 days, a 10% compounding weekly interest credit charge will apply to the outstanding balance until the account is paid in full.

CANCELLATIONS OF FUNCTIONS - is required in writing 2 months prior to the date of your function for your deposit to be refunded.

FINAL NUMBERS & PAYMENT - *Are required no less than 5 working days prior to the date of your function. This is the minimum number of guests for which you will be charged, whether they attend or not. Payment is required **BEFORE** the function is commenced.* ENTERTAINERS MEALS - Are available with prior arrangement. They will be served after your guests & charged at the same price.

LOSS OR DAMAGE- Any loss or damage to equipment hired or on loan from Creative Catering caused by the client, guests, agent or contractors will be the responsibility of the organizer and appropriate charges will apply.

INSURANCE- Creative Catering will take responsible care to protect the property of Its guests but accepts no responsibility for the loss damage or theft of merchandise or other property on the premises before, during or after the function.

ALLERGIES – Whilst all care is taken to cater for dietary needs and requirements, Creative Catering accepts no responsibility whatsoever for any bodily reaction, allergic or otherwise, that may occur to any person or persons attending any function or event that Creative Catering may be staging or catering for or supplying food to at any time. It is the customers' responsibility to advise Creative Catering of any special dietary requirements **PRIOR TO FINAL CONFIRMATION.**

MENU / PRICE VARIATIONS - Whilst every possible effort is taken to maintain menus & prices, these are subject to change at Creative Caterings' discretion up to 3 months prior to the function. Creative Catering reserves the right to revise prices without notification, subject to the clause above. **A 10% surcharge will apply to food & beverage for any function held on a public holiday.**

CHILDREN - Children MUST be supervised at all times and for their own safety are not permitted to play in or around areas where Creative Catering may be preparing or serving food or may have equipment set up. **CHILDRENS' MEALS** - Children under 5 years of age will not be charged.

CUTLERY, CROCKERY & LINEN- With the exception of Plated Meal Functions where Creative Catering will supply a Basic table setting, no cutlery, crockery or linen is provided. Creative Catering have a large range of Cutlery, Crockery & Linen available for hire

DECORATION- For functions at which Creative Catering provides Plated Meals, a basic standard table setting with basic table cloths will be provided. Should you require extra linen and/or cutlery, crockery, glasses, cloth napkins etc., you will be charged accordingly. All other decorations are the responsibility of the client.

GUEST CONDUCT- Creative Catering management reserve the right to deny service and/or remove any guest from the premises should we believe they are acting in an unreasonable or unbecoming manner. Abusive language or behaviour toward staff of Creative Catering and/or its' agents WILL NOT be tolerated at any time.

CLEANING - whilst normal cleaning is included, should any additional cleaning be required, an appropriate fee will apply.

OUT-OF-AREA CATERING – Catering supplied to areas more than 25km from our Head Office will incur additional charges to cover Staff, Fuel, Equipment transportation and Accommodation (if deemed necessary by Creative Catering). These charges will be calculated at the time of booking and are in addition to normal food and equipment charges.

FUNCTIONS AGREEMENT. Creative Catering management will take all reasonable steps to ensure the conditions of this Agreement or observed, however, Creative Catering will not be responsible if it is unable to carry out the terms of this Agreement due to circumstances beyond its' control, e.g. Industrial action, Government intervention, Acts of God, etc..

A signed copy of this agreement is required on confirmation of booking.

NAME:.....Signed:.....

Date:...../...../.....