

# FOOD AND EVENT

GIPPSLAND

## BOOKING FORM

Should you wish to book your function with Food and Event please complete the declaration below and present it to us with payment of your deposit.

CONTACT NAME: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SUBURB/TOWN: \_\_\_\_\_ POST CODE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

MOBILE NUMBER: \_\_\_\_\_

VENUE: \_\_\_\_\_

FUNCTION DATE: \_\_\_\_\_

FUNCTION TYPE: \_\_\_\_\_

DURATION OF FUNCTION: \_\_\_\_\_

APPROX. GUEST NUMBERS: \_\_\_\_\_

I/we agree that we have read, understood and accepted the Food and Event Terms and Conditions.

CLIENT SIGNATURE: \_\_\_\_\_

## PAYMENT METHODS

EFT:

BSB Number: 083 735

Account Number: 18 854 7146

Please include your name as a reference

Cash

or

Cheques made to Food and Event Pty Ltd

## FOOD AND EVENT PTY LTD

ABN 3414 702 2133

T: 03 9486 1588 F: 03 9486 1555 M: 0467 640 304

E: BRETT@FOODANDEVENT.COM.AU WWW.FOODANDEVENT.COM.AU

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### **TRADING TERMS AND CONDITIONS**

#### **DEPOSIT AND PAYMENT**

A deposit of \$500 is required to secure your date and must be received by Food and Event within 10 days of booking. Refer to payment details on the booking form. Food and Event require the balance of the account to be settled 10 business days prior to the date of your function.

Any extra items invoiced during the function will require payment to be settled within seven days of the function concluding.

#### **RESPONSIBILITY**

You will be asked to sign our declaration on the booking form stating that you accept full responsibility in the event of any damages or excessive cleaning fees resulting from actions by you or your guests. Any costs incurred will be added to the final taxable invoice.

The client agrees to conduct any function in an orderly manner and in full compliance with all applicable laws governing the State of Victoria.

#### **SPECIAL DIETARY REQUIREMENTS**

Please confirm any dietary requirements at the same time that you confirm your final numbers. Whilst all care will be taken to provide special meals, we cannot guarantee that any meal will be 100% free of all traces of nuts, dairy, gluten or other products that may produce allergic reactions in certain people.

#### **CONSUMPTION OF OUTSIDE FOOD AND BEVERAGE**

No outside food and beverage can be consumed during the function without pre-approval from Food and Event.

Corkage fees may apply for functions where the client supplies part or all of the beverages.

#### **LICENSING REQUIREMENTS**

If the event is not held on private property, the client is responsible to organise the correct liquor licence for their event. Please check with your venue or the liquor licensing board.

Entertainment would be required to conclude at the same time as the end of the liquor license.

Each venue varies so this area is the responsibility of the client unless Food and Event are advised to the contrary.

Food and Event Pty Ltd are covered by Public Liability Insurance, as are most venues.

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### **MENU AND PRICE VARIATIONS**

Every endeavour is made to maintain our menu and prices as originally quoted. Market prices do change at times due to seasonal conditions that are out of our control. If any significant changes do occur we will notify you promptly. Food and Event reserve the right to change or delete menu items based upon seasonal availability and after consultation with the client.

Food and beverage prices are valid per calendar year.

All menus and prices will be adjusted according to current costs on 1<sup>st</sup> July each year.

### **FINAL NUMBERS**

Final confirmed numbers are required no less than 14 business days prior to the date of your event. If the actual number of guests is more than your confirmed numbers, the difference will be used to calculate the balance of your account. Otherwise your account will be calculated at the original confirmed number of guests.

### **PUBLIC HOLIDAY SURCHARGE**

Please note that a surcharge of 20% applies on all food and beverage charges for events held on Public Holidays, whether or not the Public Holiday is gazetted at the time of confirmation.

A 10% surcharge will apply to events held on New Year's Eve.

### **CANCELLATIONS OR POSTPONEMENTS**

Food and Event require cancellations to be given in writing.

Cancellations or Postponements will incur the following changes.

- (1) More than Ninety (90) days prior to your function – 50% of your deposit.
- (2) Ninety (90) to thirty (30) days prior to your function – 100% of your deposit.
- (3) Within Thirty (3) to Fourteen (14) days of your function – 50% of the total estimated function will be charged.
- (4) Less than 14 days prior to your function – 100% of the total estimated function will be charged.

If you are postponing your function, Food and Event will endeavour to transfer the function and any monies to another date nominated by you within a 12 month period.

### **DELIVERY AND ACCESS**

Please call us to arrange a suitable time for the client, suppliers, entertainers or other parties to access the venue. A minimum of 48 hours notice is required.

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