

# Bev's Catering Contract

This catering contract is entered into between Bev's Catering ("Caterer") and Client (named below) and sets forth the agreement between the parties relating to catering services to be provided by the caterer for the client for the event identified in this contract.

**Event Date** \_\_\_\_\_

**Reception Location** \_\_\_\_\_

\_\_\_\_\_

**Client Name** \_\_\_\_\_

**Client Address** \_\_\_\_\_

**Client contact number** \_\_\_\_\_

**Client email** \_\_\_\_\_

## Menu Selections

Menu selections are not required at the time of booking (unless it is made within 14 days prior to function)

Final menu selection is required no later than two weeks (14 days) prior to function

Any variations to the menu need to be requested no later than two weeks (14 days) prior to function or additional charges will apply

Bev's Catering will ensure that our clients will be supplied the menu items they have ordered in the appropriate portion sizes

Bev's Catering will recommend quantity of menu based on number of guests

Bev's Catering reserves the right to change menu items based on seasonal availability

Please ask for further details

## Guest Numbers

Final guest numbers are not required at the time of booking (unless it is made within 14 days prior to delivery)

Customer needs to cater to number of guests, if this is not met, Bev's Catering will not be responsible for insufficient quantity of food if correct guest numbers are not given at time of final confirmation

Final guest numbers must be confirmed no later than two weeks (14 days) prior to function

Upon confirming final guest numbers they will not be able to be decreased though they may be increased pending confirmation from Bev's Catering and additional charges will apply accordingly

The numbers for the event must be confirmed 1 week prior to the time of the event, but as soon as possible is appreciated. We will accept an increase in numbers within 2 days of the event.

## Delivery

Delivery fees are not included in menu. Deliveries will have a charge applied and will be quoted on request. Delivery does not include the staff persons time to assist with set-up or pack down

If staff assistance is required during a delivery this will incur additional charges

## Breakages / Damage

All breakages &/or loss of hire goods, warming ovens, trays, utensils, bowls and all goods supplied by Bev's Catering are the responsibility of the customer and will be charged accordingly.

## Responsibility For Damage

Neither Bev's Catering, the venue nor Bev's Catering employees shall be liable for any loss or damage sustained by the Client, the Client's guests, or by any person, firm or corporation supplying the Client, except where due to Bev's Catering negligence. The Client shall be responsible for making good any damage or loss caused to Bev's Catering or the venues furniture, fittings & equipment arising out of or in the course of the Client's event.

## Parking

All parking charges incurred by Bev's Catering relating to the function will be invoiced to the customer.

### **Staffing**

Standard staffing levels and staff rates are quoted at the time of booking  
Required Staff numbers and hours will be given at the time of booking  
Final Guests numbers determine staffing levels  
Public Holiday staff rate adjustments apply accordingly and are quoted at time of booking  
Wait Staff serve food only  
Bar Staff serve Alcohol / drinks only

Bev's Catering prices are quoted on an estimated time required of staff of approximately 8 hours. If an event runs longer than that of the estimated schedule additional staff charges will apply.

### **Staff Travel**

Staff travel is calculated if travel time exceeds 1 hours from Ultimo, Sydney.  
Travel time is charged at \$20 per hour per staff person  
Fuel costs are calculated in quote

### **Quotes**

Quotes will remain valid for 14 days from the date of issue.  
Guaranteed Quotation: Once we have an event brief, we will forward you a quotation based on your individual requirements. This written quotation will clearly outline all costs and inclusions and will remain valid for 3 months. Once you accept the quotation, Bev's Catering guarantees that if you don't change the brief, the quoted prices will not change. Cost can vary slightly where you require staff for longer than the quotation allowed for.

### **Additional Meals**

Meals for entertainers, photographers and videographers are available on request only and cost \$35.50pp. Bev's Catering can arrange an alternate meal on request. All meals are to be served after the main guest meals are served.

### **Dietary Requirements**

To be confirmed 2 weeks (14 days) prior to event. Whilst all care will be taken to provide special meals to meet dietary requirements, we are unable to 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 guests. For extreme allergies, special arrangements must be discussed and may incur an additional charge.

### **Waste Disposal**

In accordance with food and health regulations, waste disposal will be at the Clients cost and managed with the venue. This will be determined during the event planning process and included within the final invoice.

### **Disorderly Conduct**

Bev's Catering will not permit or suffer any riotous, disorderly, offensive or improper conduct in any of the event areas inside or adjacent to the venue or within its confines. Any person believed to be under the influence of alcohol or involved in any riotous, disorderly, offensive or improper conduct will be escorted off the premises. Offenders may face possible prosecution.

### **Responsible Service Of Alcohol**

Bev's Catering has a Responsible Service of Alcohol Policy. It is illegal to serve alcoholic beverage to any person in a state of intoxication and as such Bev's Catering reserves the right to refuse service to any such persons and/or request their departure from the premises. It is illegal to serve alcoholic beverage to any person less than eighteen years of age & Bev's Catering reserves the right to request suitable identification to this end.

### **Safety & Hygiene**

It is the client's responsibility to ensure children and guests are kept away from any hot or potentially dangerous equipment, including chef, bar and kitchen equipment. Bev's 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.

### **Set Up/Pack Down Times**

- 1) Bev's Catering will be available to set up all kitchen requirements and beverage service. Our staff will ensure service for a total of 8 hours less the travel times to and from the event. For remote weddings additional charges may apply.
- 2) Please note that we are not responsible for the set-up or pack down of any equipment or styling of the event. If you require assistance then please discuss this with your planner. Additional charges may apply.
- 3) Bev's Catering does not supply a cool room for beverages, however, we can arrange this for you upon request.

### **Minors**

Any guests under 18 years of age must have their parent/ legal guardian's supervision at all times.

### **Regulations**

- 1) Government regulations state that a current Australian drivers' license (valid with photo), a current passport, or an 18+ Card are the only valid documents for proof of age. Please advise guests, that any persons not able to produce valid ID may be refused beverage service.
- 2) Patrons showing signs of undue intoxication or disorderly behaviour will be refused service by Bev's Catering staff. Management has the right to exercise regulatory conditions at any time during a function if it is believed that the alcohol consumption rate is excessive.

### **Booking**

Bev's Catering confirms a booking of a function when you have transferred your 30% deposit & signed our terms and conditions.

### **Insurance**

Bev's Catering is particularly conscious of taking care with all the equipment used for your function. we cannot take responsibility in the unlikely event of damage or loss to equipment (broken glassware, crockery etc). The costs are the responsibility of the client. We are holders of full public and product liability insurance (\$20,000,000.00) and workers compensation for staff insurance.

### **Equipment Hire**

Glassware, tablecloths, cutlery, crockery and other bar items are not supplied by us, however we can recommend suppliers or organise on your behalf (this may incur a fee depending on guest numbers)

### **Tastings**

Menu tastings for an event can be arranged and held at Bev's Catering, Sydney for up to 4 people. If you decide to go ahead with Bev's Catering for your event there is no charge for the menu tasting. However if you decide against using Bev's Catering a nominal fee of \$70 a head is charged to cover the food costs.

### **Confirmation of booking & Payment**

- 1) A booking is only confirmed upon receipt of this signed contract along with a non-refundable deposit payment of 30% of quote. (Deposits credited towards the final amount)
- 2) This deposit payment is to be made to Bev's Catering directly on approval of your event quotation.
- 3) Deposit payments can be made by EFT, direct deposit, credit card, cheques and cash payment.
- 4) Final payment required 14 days prior to the event. Any event booked less than 14 days from the event must be paid in full at the time of booking. If the balance of the total cost of the event is not paid 8 days prior to the event date, the Client may be deemed by Bev's Catering to have cancelled the event at that time.
- 5) Final menu details & guest numbers are due no later than fourteen days prior to the booking date. Within fourteen days of the event numbers may be added, but not subtracted. Please discuss any changes ASAP via email.
- 6) Menus are subject to change at any time in line with produce availability.
- 7) Should there be any additional expenses incurred over and above the anticipated cost (such as increase in numbers, hire needs, changes to event running schedule, extension in event time and staffing requirements) these will be invoiced on a 14 day account. The balance of the payment must be made within 14 days after the event date.

**Direct transfer payments** need to be payable to:

Account Name: Beverley Burchell

Bank A/c Number: 1030 1263

BSB: 062 498

Please ensure you include the booking number quoted on your invoice or quote as the payment reference so that we can trace the payment back to your account.

We accept EFT, direct deposit, credit card and cash payment.

**Cancellations**

Bev's Catering must be notified of all cancellations in writing.

30% deposit is non-refundable should you cancel. However, this may be put towards a new date within a year from the original date, if available.

If cancellation occurs up to 2 weeks before the function a 50% total function cost cancellation fee applies.

If cancellation occurs within 1 week of the function a 100% cancellation fee applies. This fee is based on the total function cost.

Cancellation policy also applies to wet weather cancellations & force majeure.

Where circumstances beyond Bev's Catering's control prevent Bev's Catering from fulfilling any obligations under this contract, Bev's Catering will be released from this contract without penalty.

Any cancellation charges for third party items hired on behalf of the client are payable by the client.

If you decide to cancel or postpone a function, or think you might need to, please contact us as soon as possible.

**Terms of Agreement**

This contract is in full force and effect from the date of this contract until the event is finished.

**Signed by Client** \_\_\_\_\_

**Date** \_\_\_\_\_