

Booking Terms and Conditions

Customer Name:			
Customer Address:			
Home Phone:			
Mobile:			
Email:			
Function Type:			
Function Location:			
Dietary Requirements:			
Total Number of Guests:	Adults:	Children (2-12 yr):	
Cost per head:	Adult:	Child (2-12 yr):	
Subtotal:			
GST:			
Total Cost:			
Deposit Required on Booking: (20%)		Payment Date:	
		Receipt:	
Balance to be paid:		Payment Date:	
		Receipt:	

GENERAL INFORMATION:

Our professional resources in culinary and service skills afford you complete assurance that all commitments will be carried out to your satisfaction. In order to ensure you and your guests of an organised function, we ask that you adhere to the following catering policies:

PAYMENTS:

A deposit of 20% is payable upon booking confirmation unless prior arrangements have been made with the function co-ordinator. We accept Cash, Cheques & Direct Deposit. Cheques should be made out to 'Pepperberry Catering'. If a cheque is unaccepted a dishonour fee of \$30.00 will apply. Direct deposits can be made to the details at the bottom of this form. The balance must be paid prior to the event, unless prior arrangements have been made with the function co-ordinator.

GUARANTEES:

The function co-ordinator must be informed of the exact number of guests no later than 14 days prior to the event. Any special food requests must also be stated at this time (e.g. Vegan, Vegetarian, Gluten Free etc.). In the event that a guaranteed number of guests attending are not supplied, the original number stated will be prepared and charged.

CATERING CONTRACT:

I _____ ('The Customer') agree to pay for all guests attending but not less than for the number guaranteed. Arrangements for additional guests MUST be made no less than (14) days prior to the function and paid in full.

In the event that 'The Customer' cancels or otherwise breaches this agreement 'Pepperberry Catering' shall retain any monies paid and/or any reasonable out-of-pocket expenses incurred by 'Pepperberry Catering'.

If the customer wishes to supply any food to be brought to the function 'The Customer' MUST secure written approval and endorsement from 'Pepperberry Catering' before such food is permitted.

'Pepperberry Catering' reserves the right to substitute any items that become unavailable in the open market or that exceed reasonable market costs.

'Pepperberry Catering' will advise 'The Customer' if this occurs if time allows.

'Pepperberry Catering' and its employees will be liable for any damage to property entrusted to its employees, for the loss of any property by theft or otherwise.

'The Customer' assumes responsibility for any damages to any property rented to 'The Customer' that may be caused by the customers, guests or invitees.

In the event that 'Pepperberry Catering' must seek legal remedies to complete execution of this agreement, 'The Customer' agrees to pay any reasonable attorney costs incurred by 'Pepperberry Catering'. This agreement constitutes the entire agreement between the parties. No modifications cancellations thereof shall be valid nor of any force effect unless in writing signed by 'Pepperberry Catering'. The undersigned acknowledges that (s)he has read and accepted the terms of this agreement and had executed the agreement on the _____.

(Date: DD/MM/YYYY).

This agreement coincides with the 'Catering Order' which outlines the exact type of food, times and equipment to be supplied by 'Pepperberry Catering' for 'The Customer'. A copy of the 'Catering Order' must accompany this agreement to make it whole.

AGREEMENT

In signing this contract, I fully understand and agree to the full terms and conditions as stated:

Customer	
Name:	
Position:	
Company:	
Sign:	
Date: DD/MM/YYYY	
Notes:	
'Pepperberry Catering' Authorised Representative	
Name:	
Position:	
Sign:	
Date: DD/MM/YYYY	
Notes:	