

# Terms & Conditions for outside catering

## Pricing

A written quote will be supplied, with the menu options within 2 working days of request. All prices quoted are GST inclusive.

## Bookings and Confirmation

Booking confirmation date must be confirmed in writing and a deposit of 10% is required within 14 days of the original quote. If confirmation or deposit is not received, by this date, management will reserve the right to cancel the booking and allocate the venue to another client.

All tentative bookings will only be held for 14 days of original inquiry.

## Methods of payment

Cash, Credit Card, Direct Deposit, or EFTPOS are preferred methods of payment. Cheques are only accepted with prior arrangement with the management. Full payment less deposit, is required on or prior to the date of function.

## Confirming of menu and numbers

We require your menu selection 14 days prior to your function and for you to notify us of any special dietary requirements at least 7 days prior to your function. Final numbers are required 7 days prior to your function date and this number of guests will be the minimum number that is charged for.

## Cancellations

In the event of a cancellation

- more than 30 days prior to the function, we will refund all deposit paid less a \$50 Admin fee.
- 10 – 30 days prior to the event, a cancellation fee of 50% of the deposit will apply.
- less than 10 days prior to the event, your deposit will be non refundable.

## Staffing cost for outside catering

Starfish can provide professional wait staff and/or chefs for your function should you require.

We recommend **1 staff member per 25 guests** for a cocktail function.

Pricing for wait staff is \$35 per hour  
(minimum of 3 hours – please allow travel time)

Pricing for a fully qualified chef is \$40 per hour  
(minimum of 3 hours – please allow time for setup and travel)

Pricing for a chefs assistant is \$35 per hour  
(minimum of 3 hours – please allow time for setup and travel)

## Responsible Service of Alcohol

All Staff are trained in the Liquor Licensing Accredited “RSA-Responsible Service of Alcohol”, and by law may refuse to service.

**Sunday and public holiday surcharge**

Any outside functions held on a Sunday or public holiday will incur a 15% surcharge

**Delivery Charge**

A delivery charge of \$20 will apply to the Batemans Bay area if we are delivering your function.

**Platter Deposit**

A deposit of \$100 (or a credit card number) will apply to any platters taken off premises, refundable upon return

**Hiring**

Please note that we do not provide tables, chairs, linen, cutlery, crockery, glassware etc. If you are after any of these items we would be happy to recommend a hiring company to you.

In signing this contract, I have read, understand and agree with all of the above Term and Conditions.

Signed.....

Print Name.....

Date.....

**Management**

Signed.....