



# Party Wise Caterers

## 1. Booking Confirmation

Your Booking will be held tentatively for 14 days on the issue of your invoice after 14 days  
A \$500.00 deposit is required for event confirmation.

We can not guarantee your selected date after the 14 days

The Management of Party Wise Caterers reserve the right to cancel the booking and allocate the date to another client if confirmation is not received.

## Payment Terms

As many costs are incurred prior to the event date, Party Wise Caterers has the following payment terms:

1. A deposit, based on a minimum of \$500.00, is required to confirm your event (where venues are booked on your behalf, a larger deposit may be required).
2. Full payment is required 14 working days prior to your event
3. For Pre Approved Corporate clients only (ABN applicable) full payment of all known costs is payable up to seven (7) days after your event date.
4. Payment can be made by direct deposit, company cheque, bank cheque or cash.
5. Outstanding final payment accounts may incur a charge of an additional 10% of the total invoice.

Payment to be made by: Direct Deposit

Bank: ANZ

ACC Name : Party Wise Caterers

BSB: 012 847

ACC NO. 491718147

## Cancellation

In the instance that you need to cancel your event, the following conditions will apply:

6. All cancellations must be made in writing.
7. If cancellation occurs more than 6 months prior to the event date, 100% of the deposit will be refunded. If cancellation occurs 6 months - 90 days (inclusive) prior to the event date, 30% of the deposit will be forfeited, less than 90 days – 45 days prior to your event Party Wise Caterers will retain the full deposit received as compensation for lost business

## 2. Confirmation of Guest Numbers

1. To ensure maximum value and efficiency for you, Party Wise caterers requires confirmation of guest numbers attending your event at least 14 (fourteen) working days prior to the event date.
2. If the confirmed number of guests increases by more than 5% less than 2 (two) working days prior to the event, a surcharge of 10% apply on food charges. for the additional guests, payment for these guest must be received prior to the event on notification Party Wise Caterers will endeavour to accommodate any requests at late notice, but are unable to give a guarantee.

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### **3. Tastings**

1. Party Wise caterers can provide tastings for Seated Menus only. When the function has been booked and confirmed with the deposit of \$500.00 paid on the total quoted package a date and time can be arranged to suit both Party Wise Caterers and the client.
2. Tasting Costs, if required are for bookings of 100 people or more.
  1. Seated Menu - \$30.00 per person.  
Designed for two (2).  
2 Entrées, 2 Mains and 2 Desserts of clients choice.

### **4. Staff Charges where applicable**

1. Should the event brief fall outside our minimum numbers or package costing, a service charge will apply.  
These charges will be calculated on an individual event basis.
2. Events finishing past midnight will incur a service charge, charged per hour or part thereof. If additional staff are requested a charge may apply.
3. Surcharges will apply for all events held on Sundays (10%) and public holidays (15%), this surcharge is calculated on the total food spend.
- 4.

### **5. Damages**

1. Neither Party Wise Caterers nor any venue booked on behalf of the client shall be liable for any loss or damage sustained by the client or by any person, firm or corporation supplying any client. The client shall be responsible for the cost of making good any damage or loss caused to any venue booked.
2. furniture, fittings and equipment arising out of and in the course of the client's events.

### **6. Indemnity**

1. The client uses and occupies any venue booked at their own risk. The client hereby indemnifies Party Wise Caterers Food and agrees to keep Party Wise caterers Food indemnified against all actions, suits, proceedings, claims and demands, costs and expenses whatsoever which may be taken or made against Party Wise Caterers and/or incurred arising out of injury or damage to any person or property from or during the use of any venue.
2. Party wise caterers will take full responsibility for damage or injury to the hired venue or any person caused only by party wise caterers staff

#### **Contact information**

Natalie lane

Wedding & Event Manager

Office (02) 43 510492      Mobile 0437 394 837

Please sign and return with your deposit of.....

.....  
Print full name

.....  
signed

.....  
Print full name

.....  
signed