

# TERMS AND CONDITIONS – EXTERNAL CATERING

## **Confirmation and Deposit**

Confirmation of your booking is required with the signed Terms and Conditions in writing together with the minimum deposit as stipulated below, within 7 days of the original reservation, otherwise The Manningham reserves the right to make available any tentative booking not confirmed during this period.

Deposit:- \$ 1000.00

## **Confirmation of Attendance**

Final numbers will be required 7 days prior to your event, without exception. Charges will be based on these minimum numbers or the actual attendance, whichever is greater.

## **Catering Requirements**

### **Caterers to provide the following;**

*Appropriate certificates and documentation regarding food handling and certificate of business.*

\$1000 Bond will be required 10 days prior to the event by the caterer. Please note that the kitchen is to be left in a clean and tidy

State in accordance to the food regulation requirements and as you found it.

- Own specialized cutlery and crockery for tables
- Own Kitchen utensils and cooking instruments
- Own food waiting staff, kitchen hands and chefs
- A time to meet with the Manningham Function Head Chef one week before the function date

## **Payment**

Full payment is required for confirmed numbers 5 business days prior to the function. Where beverages are charged on consumption, your beverage account is to be settled at the conclusion of the function on the function date. Should you choose to have your beverages on consumption a credit card guarantee must be supplied.

## **Cancellation**

In the event of a function cancellation, the following fees will apply:

More than 12 months & 1 days notice:	deposit will be refunded, less a \$500 administration fee
12 months – 180 days notice:	Your deposit will be forfeited
179-90 days notice:	50% of total estimated value of the event
less than 89 days notice:	100% of total estimated value of the event

## **Labour Surcharges**

Applicable for all events that fall on a Public Holiday. Price on application.

## **Price Variations**

Every endeavor is made to maintain our prices as originally quoted to you, however, they are subject to change. Should any increases occur, we will notify you immediately.

## **GST**

The prices quoted are inclusive of the Goods and Services Tax.

## **BYO Policy**

No food or beverage of any kind will be permitted to be brought into The Manningham for consumption at the function by the organiser with the exception of Wedding Cake and/or External Catering arrangements. These require the expressed written permission of The Manningham. For external Catering, beverages may be supplied by your caterer at the discretion of The Manningham however there will be a corkage cost per person payable to The Manningham should you wish for your catering to supply your beverages.

## **Content of Event**

If The Manningham has reason to believe that any event/function will affect the smooth running of The Manningham's business, its security or reputation, the management reserves the right to cancel at its discretion without notice or liability.

## **Damages & Cleaning**

Organisers are financially responsible for any damage sustained to The Manningham by the organiser, organiser's guests, invitees or other persons attending the function, whether in the function room or any part of The Manningham. The client or their guests may incur extra cleaning expenses in the event of negligent behaviour, which results in wilful litter being left.

## **Signage**

Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building. Signage in The Manningham public areas is to be kept to a minimum and must be approved by the General or Functions Manager prior to the event.

## **Insurance**

Whilst the staff of The Manningham will take every care with the security and protection of property and guests, we are unable to accept any responsibility for damage or loss of property before, during or after the function. We recommend organisers should arrange their own insurance & security.

I, (Name) ..... have read and understand these Terms & Conditions.

Signature:

Date: