

TERMS & CONDITIONS

PRICING and SUPPLY

Prices quoted for initial Estimates are: Approximate estimate only.

Calculations are made with initial & in some cases incomplete information.

Prices quoted exclude GST unless stated otherwise.

Prices quoted for Quotes are: Valid for 30 days from the date of the quotation.

Gourmet Palette reserves the right to adjust the price based on any unforeseen conditions.

All menu selections are provided subject to market availability.

Minimum food charges for a function held: Mon-Fri	\$1,100.00
Saturday-Sunday	\$1,200.00
Public Holiday	\$1,400.00

Weekend and Public Holiday surcharge: Sunday - 15% on total invoice price. Public Holiday - 15% on total invoice price.

BOOKINGS

Tentative bookings will be held until the specified date on the quotation.

If another booking wishes to confirm the same venue/services for the same date and time, Gourmet Palette will give the prior booking the option to confirm immediately to secure the booking.

Gourmet Palette bookings are confirmed upon the receipt of the signed Terms & Conditions and require a 30% deposit of the total estimated cost of the function.

A larger deposit may be required if Gourmet Palette, have booked a venue on your behalf & if other services/equipment are required to be hired for the event.

MINIMUM AND FINAL NUMBERS FOR CATERING

The confirmed minimum number of guests attending the function is required in writing 14 (fourteen) days prior to the function date. This number will be the minimum number of guests to be invoiced.

The final number of guests attending the function is required in writing 7 (seven) days prior to the function date.

If the final number increases greater than 30% less than 3 working days before the function date a surcharge of 15% will apply to the individual guest price for the additional guests.

If the actual number in attendance is greater than the amount confirmed, Gourmet Palette cannot guarantee that adequate food will be available for all the persons attending.

PAYMENT

Credit Card details are required on booking confirmation.

Full payment of the estimated cost of the function is required 7 (seven) days prior to the function date.

Gourmet Palette reserves the right to recognise the function as cancelled, (see below) if full payment of the estimate is not received 7 (seven) days prior to function date.

Additional charges will be invoiced separately after your event and charged to the credit card supplied upon booking.

Full Payment of the additional charges are required within 7 (seven) days after the function. Any late payments will incur a 10% fee, calculated weekly, on the balance owed.

CANCELLATION

In the event that a confirmed booking is cancelled, the following charges will apply:

- Written notice of 61 days or more - A full deposit will be refunded.
- Written notice or 31 to 60 days - 50% of the deposit will be refunded.
- Written notice 30 to 8 days – Full deposit will be retained by Gourmet Palette.
- Written notice of 7 days or less – Gourmet Palette reserves the right to full payment of the estimated cost of the function.

NB: Deposits made by Gourmet Palette on your behalf to a third party are refundable only to the terms and conditions of the third party. The costs involved due to a cancellation to a third party will be added to the client's charges.

ADDITIONAL CHARGES

Staff:

Quotations state whether staff are inclusive or charged as a separate item on an hourly basis.

The set up and clearing away of the function is included in the hours determined and agreed upon during the site inspection. Any variations to the agreed set up & clearing down on the day of the function will be charged to the client using the credit card detail supplied by the client.

If your event exceeds the scheduled times, either before or after the agreed service period, staff costs will be effected. You may incur a surcharge for staff depending on the hours.

Gourmet Palette staff are experienced, professional and hold RSA certificates. Therefore all staff at events are employed by Gourmet Palette only. Due to health / safety, and insurance cover, we do not allow a second or third party to staff / serve at events.

Breakages/loss of equipment:

Gourmet Palette’s professional staff take due care with equipment, however accidents can & do happen.

Clients are not liable for breakages or loss incurred by Gourmet Palette’s staff, however, any equipment that is supplied for the clients use (eg: glassware/crockery/any hired items) that is accidentally broken or lost by the client, will be charged to the client at full replacement cost.

The client agrees to indemnify Gourmet Palette for any theft, damage, or loss of Gourmet Palette property (including without limitation, equipment, plate/crockery, utensils, motor vehicles etc.) occurring at the event that is caused by persons attending the event.

Any damage incurred by the client to a hired venue/third party will be charged to the client accordingly.

Any unforeseen services (eg: cleaning/clearing of venue before event, rubbish removal...) required by the client for the successful running of the event will be charged to the client using the credit card details supplied by the client.

Credit Card Fee: Due to fees charged by Amex, a 3% charge will be added to the final Total of the invoice if payment is received from an American Express card.

Mastercard and Visa are free of any extra charges.

BEVERAGE

Gourmet Palette is only responsible for drinks services required & agreed upon prior to the commencement of the event.

Gourmet Palette holds a Caterers Liquor licence for Alcohol sales. Responsible service of Alcohol guidelines followed for all functions.

SUPPLIED GOODS

Gourmet Palette will not include/serve or be responsible for any foods prepared/cooked by a second party.

Gourmet Palette provides a delivery only service of cocktail & party food. All food delivered by Gourmet Palette contains instructions for food handling; the client takes on full responsibility upon delivery of the goods.

No food/beverage supplied by Gourmet Palette, will be left at the event, or with a client at the completion of an event unless an agreement is signed by the client, that Gourmet Palette takes no further responsibility of that food or beverage.

Gourmet Palette does not take responsibility for any goods left at the venue by the client. This includes beverages, decorations, wedding cake, gifts, or any personal items.

The client is responsible to remove any goods at the completion of the event.

GOURMET PALETTE

- Is a Gold Licence Caterer
- Caterers Liquor Licence #24015171
- Is a member of Restaurant and Catering NSW.
- Holds a current public, product and workers compensation insurance.
- Operates from a commercial Gold Licence kitchen that is health & safety inspected half annually.
- Has fully trained, fully qualified and professional staff members.

Agree to the above Terms and Conditions, dated:...../...../.....

I, Signed:

Name:

(Please print)

