



Terms & Conditions

This form must be read and signed to confirm a booking with Instyle Catering

BOOKINGS

- Tentative Bookings are held for 7 days from the enquiry date
- Bookings will only be confirmed with payment of a 25% deposit and a signed and returned set of terms and conditions.
- Upon a site inspection, if there is limited access to the building by which a significant amount of time is taken to reach the event with equipment, an uplift fee will apply.
- A travel fee will apply for any function further than 25km outside of the CBD.

PRICING & DEPOSITS

- A deposit of 25% of the proposed total menu is required to book a fully catered function.
- No deposits will be refunded less than 12 weeks out.
- If the function is changed to an alternative available date, prior 12 weeks to the function, the entire deposit is transferable.
- Quotes are given according to prices at the time.
- Quotes will remain valid for the 7 day tentative period
- All hire costs are calculated according to the hire company's prices at the time of the quote, and change accordingly. This means, that there may be a variation in hire costs by the time the function date arrives
- Menu costs are based on current food costs and may vary up to 10% a year. This may alter your final payment amount. Any additional charges incurred by unexpected seasonal price rises, for any menu item that the client has chosen, will be at the clients expense

PAYMENT

- Complete payment for the total menu, all hire equipment and estimated staff costs is to be made 5 days prior to the commencement of the function.
- No service will be provided on the day of the function, if the final payment for all costs has not been paid in full, prior to the function date.
- The cost of the entire function will be forwarded to the client 7 days out from the function date, after the final numbers are confirmed by you (the client).

- Any incidental costs that are incurred on the night will be calculated the following day and forwarded promptly.
- Any additional payment is due by the end of the working week following the bill being received.
- If any overpayment is made it will be returned to the client the following working week.
- If payment is not met on these conditions the client agrees to accept any costs accrued due to solicitors and recovery.
- Payments can be made by EFT, cheque (payable to Instyle Catering), cash, VISA (1% surcharge applies), Mastercard (1% surcharge applies) or AMEX (3% surcharge applies)

HIRE EQUIPMENT BREAKAGES

- Any damage done to any hired equipment for the clients' function will be charged for (at replacement costs) after the function. The client must pay for the replacement costs within 5 days after the function date.

GUEST NUMBERS CONFIRMATION

- Final numbers are to be given no less than 7 days prior to the function. This will be the minimum number that the menu will be charged on.

PLANNED & GUARANTEED NUMBERS

- Planned numbers are to be advised at time of booking confirmation. A guaranteed minimum number of guests attending the event are required by no later than 7 days prior to the event. If there is a reduction greater than 20% from planned to guaranteed numbers, 50% of the variation will be charged.

MENU

- The menu is to be confirmed 2 weeks prior to the function date.
- All menus are subject to seasonal availability.
- Some menu items may be substitutes with an alternative, if seasonal produce is unavailable or, poor quality at/near the time of the function.
- All dietary requirements are to be handed over when final numbers are confirmed - No later.



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- All food items allocated to your function must be consumed within the time specified for your event. No food will be left by Instyle Catering, or taken off premise by the client. Instyle
- Catering accepts no responsibility for any food consumed after the function finishing time has lapsed.

for any damages to the hosting venue/ private residence that the client, the clients invitees, agents or any other person/business associated with the event has caused. Any damage cost will be at the client's expense, and Instyle Catering will not be held liable for any damages and costs related to any damages.

RUN OVER TIME CHARGES

- Should your event extend beyond the agreed finish or bump our times, Instyle Catering will charge a fee of \$5.00per person per hour or part thereof based on the final numbers for the event.

RECOVERY COSTS

- In the event that Instyle Catering incurs any further costs (including legal costs), expenses or disbursements in recovering any debt due by you to Instyle Catering, then you agree to reimburse such costs, expenses and disbursements to Instyle Catering.

MINIMUM SPENDS

- Instyle Catering may impose a minimum spend for events solely at the discretion of Instyle Catering.

LAWS & LIABILITY

- If Instyle Catering has reason to believe that an event will affect its reputation, security or employees well being it reserves the right to cancel without liability. At no time will Instyle Catering and its staff commit any act that is illegal or offensive, nor can any such act breach any statutes, by laws, orders, regulations or other provisions having the force of the law including but not limited to Instyle Caterings liquor licence obligations.

PUBLIC HOLIDAY SURCHARGE

- Instyle Catering may impose a surcharge for events on public holidays.
- The surcharge will be assessed on and event by event basis and solely at the discretion of Instyle Catering.

DAMAGE AND CLEANING

- Any costs and all responsibilities due to the theft or damage to any goods, equipment or the venue are to be met by the client.
- Instyle Catering will not be held responsible

LARGER FUNCTIONS

- Instyle Catering reserves the right to require larger deposits and extended confirmation times.

ACCEPTANCE:

I have read and fully understand and accept the written conditions above, and hereby confirm our booking in accordance with the quote provided to me/us by Instyle Catering.

Signed.....

Name.....

Name of Company.....

Date..... Function Date.....