

Terms and Conditions Fully Catered Functions

Bookings

- Tentative Bookings are held for two weeks from the enquiry date or until one month before the function, whichever comes first.
- If, during this tentative time, another enquiry is made for this date, the tentative booking has first right to this date. The booking must however be confirmed within 24 hours to hold the date.
- Bookings will only be confirmed with payment of a deposit and a signed and returned set of these terms and conditions.

Deposits

- A deposit of 25% of the proposed total menu, or a minimum of \$400, is required to book a fully catered function.
- More than 4 months before the function date a deposit is refundable, minus a \$100 administration fee.
- If the function is changed to an alternative available date, prior to 3 months to the function, the entire deposit is transferable.
- The deposit is non-refundable from 4 months prior to the booked date of the function.

Quotes

- Quotes are given according to prices at the time.
- All hire costs are calculated according to the hire company's prices, and change accordingly.
- Menu costs are based on current food costs and may vary up to 10% a year.

Payment

- Complete payment for the total menu, all hire equipment and estimated staff costs is to be made prior to the commencement of the function.
- The cost of the entire function will be forwarded to the client 1 week beforehand when the final numbers are confirmed.
- Any incidental costs that are accrued 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.

Menu

- The menu is to be confirmed 2 weeks prior to the function date.
- All menus are subject to seasonal availability.

Numbers

- The final number of guests for the function are to be given, within 10%, at least 2 weeks prior to the function.
- Final numbers are to be given not less than 7 days prior to the function. This will be the minimum number that the menu will be charged on.

Damage and Cleaning

- Two Brothers accepts normal cleaning after a function. If there is any excessive cleaning required it will be at the cost of the client.
- Any cost and all responsibility due to the theft or damage to any goods, equipment or the venue is to be met by the client.

Minimum Cost

- For all fully catered functions there is a minimum set food and menu bill. For seated dining and stand up meals a minimum menu cost of \$1500 is required. For canapé functions a minimum menu cost of \$1200 is required.
- All other costs are separate and above this minimum.

Staffing

- A minimum of two staff, including a chef, are required to be present throughout a function.
- Required kitchen staff are included in the price of the menu, for up to 4 hours for canapé menus, and for up to 5 hours for seated dining and stand up meals.
- After this time kitchen staff will be charged at the same rate as waiting staff.

Larger Functions

- Two Brothers reserves the right to require larger deposits and extended confirmation times for functions over 100 people.

I have read these conditions and agree to them

Signed

Name

Date