



Thank you for choosing Essence Catering Co for your function.

Function Terms and Conditions

Please observe the following terms and conditions regarding the catering of your function.
Please sign the bottom of the page and return this page to the Caterer when confirming your booking.
You can also fax this page to (02) 4384 2921.

(1) A function is defined as a group of 10 or more with specific meal requirements.

(2) **Final Minimum Numbers AND Menu Selection & 50% Deposit** must be given to the Caterer **7 days prior** to your function.

IF THIS DEPOSIT IS NOT RECEIVED IT WILL BE DEEMED THAT YOUR FUNCTION HAS BEEN CANCELLED.

(3) There is NO refund should your numbers decrease within the 7 days prior to your function.

(4) **FULL payment of your food account FOR THIS MINIMUM NUMBER (LESS DEPOSIT PAID) is required on the day/night of your function.** Plus full payment of any additional guests that attend on the day/night. (Maximum 10 accepted). **THIS CAN BE PAID DIRECT TO THE CATERER.**

PLEASE NOTE NO INVOICES WILL BE ISSUED FOR FINAL PAYMENTS. FULL AND FINAL PAYMENT WILL BE REQUIRED BEFORE DEPARTING THE PREMISES ON THE DAY/ NIGHT OF THE FUNCTION.

Cancellations

(1) The Caterer will retain the 50% deposit of any function cancelled between 5 and 3 days prior to the function.

(2) The Caterer requires full payment of any function cancelled within 3 days of the date booked.

(If you have any problems meeting the above terms and conditions, please do not hesitate to contact Essence Catering Co to make alternative arrangements, suitable to both parties. Andy Johnson ph 0417 227 786)

Numbers of Guests

Minimum numbers apply as per above. Additionally the greater the number of guests for your function the greater the discount we can offer you.

Equipment Hire

If you choose for us to supply your function only, and serve your own guests this is no problem. We will supply all the equipment you need. There is no fee for the supply of this equipment. However a detailed list of equipment supplied will be given to you on the day. As the Function Organiser you are responsible for any loss or damage or breakages incurred during the course of your function,

NO Delivery & Pick up Fees and NO Professional Service Fees

I accept the above terms & conditions as set out by Essence Catering.

Name Date..... Signature