



Tandace Pty Ltd
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Function booking form

Thank you for choosing Corella to provide our catering services at your upcoming function!
We aim to ensure we exceed your expectations for quality, service and professionalism.
Please provide us with the information below so we can organise your function booking. When the deposit is received we will formalise the arrangement for you.

CLIENT DETAILS:

Contact Name:
Business Name: (if applicable)
Ph: (Home) (Work) (Mob)
Email:

Your address:

Street:
Postal (if different)

HOW DID YOU HEAR ABOUT CORELLA?

FUNCTION DETAILS:

Date: Occasion:
Address where function is to be held:
Number of Guests: Time Guests Arrive
Comments/Additional Information:

PAYMENT OPTIONS:

Deposit: (30% of quoted) \$
Credit Card Details: (if paying via credit card please note we do not accept AMEX)
Name on Card:
Card No:
Exp Date: Security Code: (3 digits on back of card)

EFT Payments

Our Bank Details: Tandace Pty Ltd.. BSB 012-352. Account No. 2499 55443. ANZ Bank
In order that we can identify your payment please include your full name along with an email notifying us of your payment.

I/we (the client) confirm that I/we agree that we have read and understand and agree to be bound by the attached Terms and Conditions
Name:

Signature (client): Date

# Terms and Conditions

## Selecting your Menu

We need to finalise your Menu selections at least 2 weeks prior to your function. Changes after this require head chef approval. This does not apply if you have booked your function at short notice.

## Payment and Final Numbers

The balance of the estimated final cost of the function must be paid prior to, or on your function date.

Payment can be made by cash, bank cheque, credit card, EFT, or personal cheque. Direct deposits are also accepted.

If payment has not been made under this arrangement you hereby authorise Corella Catering to debit the credit card using the details set out in the Function Booking Form.

Should you be hiring equipment, credit card details must be provided in the event you are to be charged for any breakages or damage.

We need notification of the final number of guests 14 days before your function date and this will confirm the minimum number to be charged. After this date increases in numbers may be accepted but decrease in numbers by agreement only.

## GST

All prices in our catering portfolio are inclusive of GST.

## Cancellation Policy

Should you wish to cancel the booking, the following conditions apply.

Cancellations must be received in writing:

- 14 days prior—50% of your catering quote cost will apply
- 5 days or less—100% of your catering quote cost will apply

## Leftover Food Policy

Any leftover food at a **Corella Catering** function remains the property of **Corella Catering**. Due to food safety laws **Corella Catering** does not make provision for the reuse of leftover food.

## Service Staff

In our experience, using professional staff contributes to the smooth and successful running of your function.

To ensure our high standards are maintained we will arrange staff experienced in the preparation and service of our foods.

Staff hours at functions are estimated in accordance with your catering and function requirements. Should staff be required to work beyond the estimated times the additional hours will be invoiced after your event with payment due immediately.

## Hire of Equipment

Damage, breakage or loss of any equipment supplied by **Corella Catering** is the responsibility of the client and any associated costs will be payable by the client. If hire equipment is still in use when function staff depart the event, return of equipment is the responsibility of the client and is required by the next business day. Equipment must be returned clean or cleaning charges will apply.

## Indemnity

**Corella Catering** uses the freshest and best available food and ingredients and, according to current food safety legislation, prepares food under the most hygienic conditions. However, no liability is accepted for any latent defect in any product used by us.

## Price Variation

All prices quoted are subject to variation depending on seasonal availability and market price. Notice will be given in writing of changes.