

Catering *Information*

Menu

Once menu format is confirmed we are happy to work with you on any dishes and flavour profiles. We will re-confirm your menu closer to your date; Due to weather and other unforeseen seasonal availability some produce may change.

Allergens & Dietary Requirements

Please inform us of any allergens or food requirements prior to your event. Please note we cannot guarantee celiac-friendly dishes as we are unable to provide dedicated fryers/cookware. We do, however, have gluten free options.

Cleaning

For onsite catering events, our staff will clean down kitchen equipment and area and leave as we found it. Please note we do not remove others' rubbish or any bottles.

Deposit

To confirm your date we require a non-refundable 20% deposit. Please note that quotes are subject to change due to fluctuating food costs and product availability.

Final food costs will be required 14 days prior to your event with staffing costs and any changes due the week following.

If you have any questions please don't hesitate to get in contact with us. We are here to make planning your event simple and most importantly fun.

Additional Costs—*Staff*

\$50 per hour for chefs
\$35 per hour for St Martha waitstaff

Staff arrive approximately one hour prior to service and take approximately one hour to pack down and clean. Travel to and from the venue and cleaning time will be included in staffing hours.

Please note if you do not have an event/wedding planner, there will need to be a dedicated contact person for the entire event.

Additional Costs—*Hired Equipment*

This depends on the venue, if there are kitchen facilities onsite and the menu choice. We may need extra cooking equipment and items, such as a catering tent, trestle tables and chiller access. We require access to power and clean running water. We may request a photo of the kitchen for offsite events. All hire equipment needs to be set up and tested before our chefs arrive onsite.

Additional Costs—*Serveware*

We will use St Martha platters and provide ecoware disposable bowls, napkins and cutlery for canapés and walk and forks. Crockery and cutlery will need to be provided by the venue, host or hire company. Any supplied crockery will need to be ready onsite for service. Our staff will rinse and place back into crates for you to return. Platters for sharing at the table will also need to be hired. We are happy to work with your chosen event stylist and use their bespoke table settings.

Catering *Terms & Conditions*

1 Ordering Procedure & Cancellations

- 1.1 Once your final numbers and menu is confirmed this is deemed as an order. The buyer is legally bound to the order including these terms and conditions.
- 1.2 Changes to orders must be done 2 weeks prior.
- 1.3 Cancellations prior to our deadline (14 business days) will incur a \$50 admin fee for orders up to \$1000. Over this a \$100 admin fee will apply.
- 1.4 Cancellations after our deadlines will be charged in full.

2 Deliveries

- 2.1 Drop-offs will incur a delivery fee. Please contact our catering manager for options and a quote.

3 Payment

- 3.1 Once an order has been placed and confirmed, payment is due in full two weeks prior to the date.

Customer _____

Date _____

Vendor _____

Date _____