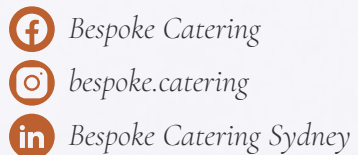




Everything you need to know Terms and Conditions



Bespoke Catering

[bespoke.catering](https://www.bespokecatering.com.au)

Bespoke Catering Sydney

You can also visit us:

www.bespokecatering.sydney

We put our heart into bringing people together and have a meaningful impact in their lives by delighting customers with flexibility, exceptional service, and extraordinary food

Terms and Conditions

Event Details

- Minimum charges apply for Bespoke Catering events, please see your proposal for details.
- Minimum guest numbers are required 14 days prior to your event, after which time numbers cannot be revised below the minimum. Final numbers are required 7 days prior to your event.
- Menu and beverage selections along with staff requirements are required 7 days prior to your event. This is to allow appropriate time to source ingredients, beverages and book staff and confirm any external arrangements. Any cancellations or changes less than 5 days before the event will require full payment.
- You are required to provide Bespoke Catering in writing all particulars of your event, including but not limited to: venue specifics, beverages, entertainment, technical requirements, room setups, plans, designs, start and finishing times 7 days prior to your event.
- Guaranteed Numbers - final attendance numbers must be notified to Bespoke Catering (7) days prior to arrival. Any reduction in attendance numbers subsequent to notification of final numbers will be subject to charge at the full contracted amount. Numbers cannot be revised below this amount for your event.
- All food and beverages are to be provided by Bespoke
- Catering, unless both the Hirer and Bespoke Catering have agreed other arrangements.



Terms and Conditions

Booking, Deposits and Payments

- Confirmation of your booking is required in writing to Bespoke Catering, and a deposit payment is made within 14 business days of accepting your quote. By accepting on your event proposal/quote you are agreeing to the terms within this "Terms and Conditions" document. If a signed copy of your event proposal and a deposit are not received by Bespoke Catering within 14 business days your booking may be cancelled.
- The initial deposit is 50% of the total owing, for events booked more than 14 days in advance of the event date unless authorised by management. Full payment is required for events booked less than 14 days in advance of the event date unless authorised by management;
- Business Days before your event, full payment for agreed minimum numbers is required.
- Invoices not paid within the due date incurs a late penalty fees of \$25 per day + gst
- If an event starts earlier or runs later than scheduled then Bespoke Catering reserves the right to charge for the extra service time based on extra food and beverage used, extra staff time and any other variable costs including venue costs. If an event has more guests attend than scheduled then Bespoke Catering reserves the right to charge at the quoted rates for any extra food or beverage supplied. If an event has less guests attend than scheduled then Bespoke Catering has no liability to refund or reimburse in any form any amount to a level less than what was quoted or numbers were changed to by The Hirer.
- Any further payments that are due after an event is hosted, including, but not limited to, added consumption of food, beverage, added staff costs or any other ancillary costs are to be paid in full within 7 days of the conclusion of the event.



Terms and Conditions

Cancellations

- In the instance that you need to cancel your event, the following conditions will apply:
- Any cancellations; changes or additions must be received in writing.
- If cancellation occurs more than 21 days prior to your event, 100% of the deposit will be refunded.
- Should the event be cancelled within 21-7 days prior to the event, 15% of the estimated costs are charged.
- Should the event be cancelled within 7-4 days prior to the event, 50% of the estimated costs are charged.
- If you cancel your function less than 4 days prior, 100 % of the estimated costs are charged.
- In the case of Bespoke Catering arranging outside services for your event and the event is cancelled, you may be liable for cancellation fees incurred by the outside supplier. This may include but is not limited to venue hire, equipment hire, decoration costs and audio visual / staging costs.
- Some internal Bespoke Catering fees may be nonrefundable including event planning fees and menu testing costs

