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## TERMS OF TRADE:-

## YOUR COPY

1. Please return the **Booking Confirmation Sheet and deposit** to reserve your function date.
2. A holding deposit of \$1.00 per guest (minimum of \$100.00) is required to reserve and confirm your booking.
3. The balance of the account to be **paid on or prior to the function date** with the holding deposit deducted. We need to know how payment will be made on the day of the function. All credit card payments will be processed two days prior to your function with a processing fee of 1% added to the final balance due.
4. If your function is cancelled a \$22-00 administration fee is deducted from your deposit and the balance refunded. Deposits for functions cancelled for November & December are non-refundable.
5. Please phone our office **five working (5) days** prior to your function to confirm your guest numbers and menu selection. Increase of guest numbers can be made up to two days prior to the function date. A decrease in guest numbers can only be made prior to the five working days of the function date.
6. For each 50 guests to be served...we require at least two (2) tables (6ft..2400mm) for serving your Buffet and if possible, one for preparation per 100 guests if no appropriate preparation surface is available for use.
7. The Head Bridal table may be table served by our staff.....a staff cost of \$ 60-00 will apply maximum of eight (8) guests.
8. We require an undercover area to prepare and serve your buffet & access to hot water
9. Please supply a **hot water urn** for your tea and coffee if it is part of the menu, which you have chosen.
10. Staff will arrive four and a half (4 1/2) hours before service ...to prepare, cook and serve your function.
11. If staff are delayed more than ½ hour past the designated eating time as a result of you requesting changes to the serving time, there will be a charge of \$11.00 per half hour per staff member.
12. A 15% Surcharge applies to all functions held on a Sunday or Public Holidays.
13. Where a site is deemed to be difficult to access a fee may be charged.
14. If we are required to cater in a location, with little or no facilities, there may be a surcharge for extra equipment hire.
15. It is a health requirement that all left over prepared food be disposed of. However if suitable containers along with refrigeration facilities are provided, then this food will be left for your continued enjoyment. All unconsumed food is left at your venue and all responsibility/risk is borne by the customer.
16. In the event that The Golden Roast is required to engage the services of any mercantile agency to effect collection of any amounts owing to The Golden Roast, then all expenses and associated charges shall be borne by the purchaser.