



# ACCLAIMED CATERING & EVENT MANAGEMENT

## Terms & Conditions

### BOOKINGS:

All bookings will be confirmed once the conformation form and deposit have been received.

### PAYMENTS:

- Full balance of payment is due 5 working days prior to your function.
- All our prices are GST inclusive.
- Cheques are to be made payable to ACCLAIMED CATERING
- Minimum numbers are required 5 workings days prior to function.

### PUBLIC HOLIDAYS:

A 15% surcharge on your total account is applicable for all Public Holidays and New Years Eve.

### CANCELLATIONS:

- Cancellations must be received in writing for a deposit to be refunded.
- For functions cancelled 60 days prior to your date an administration and planning fee of \$200.00 will be charged.
- For functions cancelled 30 to 60 days prior to your date an administration and planning fee of \$300.00 or 5% whichever is greater will be charged.
- For functions cancelled less than 14 days prior to your date the management reserves the right to charge up to 20% of total function costs.

