



The Catering Buffet Co.
By Lina

www.thecateringbuffetcobylina.com

**2019 DISCLOSURE
CATERING, GRAZING & OFFSITE EVENTS**

THE CB CO. MISSION STATEMENT

The Catering Buffet Co. By Lina, aspires to continue being a leading organisation in catering and event styling. Delivering and ensuring great quality products and services, that are produced with the finest and freshest products from Melbourne's best suppliers.

PAYMENTS

A 50% deposit is needed to be paid within a 48 hour bracket upon acceptance of all

formal quotations and confirmed confirmation documents (unless specified otherwise).

If the 50% deposit is not paid within the 48 hour timeframe, The CB Co. reserves the right to release the desired date (unless specified otherwise).

Payments can be made by direct bank transfer, EFT/Credit card or cash payments. *Receipts will be issued once banking is reconciled for that business day

All Menu pricing reflects GST free, however, GST will be applied to all quoting/ invoicing

BOOKINGS & FEES

A \$295.00 + GST booking fee is required for all off-site events with staff needed to be present EXCLUDING weddings. This fee is NON-REFUNDABLE however may be deductible through invoice if service is changed to delivery only.

A standard delivery fee will be applied to all off-site deliveries. An additional travel fee may also be included depending on distance and tolls endured.

All Cucina Events bookings will endure a separate booking fee to be discussed within inquiry.

An equipment travel fee will also be added for any larger units required. This travel fee will be calculated depending on distance.

CONFIRMATION

All quotations and confirmation documents MUST be accepted/confirmed within 48 hours, otherwise The CB Co. reserves the right to release the desired date. Final numbers on attending guests are required to be confirmed 10 days prior to the scheduled event.

**If final numbers of guests increases or decreases by 10% of the original quoted*

*amount, The CB Co. reserves the right to re-quote the final quotation**

CANCELLATIONS OR CHANGES

If by any circumstances you must cancel your event, The CB Co. requires a 7 day notice for a refund EXCLUDING booking fee.

The CB Co. Team is very understanding and sympathetic to any event cancellations. However, if any event is cancelled outside a 7 day notice, The CB Co. Team must provide a cancellation fee, evaluated on a case by case basis, according to food, labour and date reservation costs already incurred.

A credit note may be issued for all refunds (unless discussed with management otherwise).

All refunds will be processed within 5 business days.

If you require any changes to your order, The CB Co. Team requires a 5 day notice for any changes to be made (unless specified otherwise).

The CB Co. reserves the right to deny any changes to be made, if a 5 day notice is not given

OFF-SITE ARRIVAL

The CB Co. Team will arrive approximately 1 hour prior to the commencement of the event, for all set up and preparation purposes (unless discussed otherwise).

If you require The CB Co. Team to be present at an earlier or later convenience, please make this known to booking staff 10 days prior to event.

WEDDINGS

The CB Co. Team loves all things Weddings, providing a stress free service from start to finish leaving your guests full and content and your venue immaculate. Wedding booking fees will be charged through appropriate packaging, depending on amount of guests and services. This will be discussed through enquiry. All wedding menu bookings must be confirmed solely through direct appointments.

EQUIPMENT HIRE & RETURNS

The CB Co. allows clients to hire equipment for use during their function. A 10 day notice is required If you require any equipment.

All hired equipment MUST be returned 3-6 days post event.

An appropriate fee will be charged to those who do not comply.

A complete replacement fee will be issued for all lost, stolen or broken equipment

STAFFING

The CB Co. Team is competed with experienced and friendly staff whom are trained professionally to always ensure a successful event.

All staff are required to work a minimum of 4 hours and will be charged accordingly.

The CB Co. Can provide additional wait staff, servers, BBQ chefs or bar staff upon request however, all additional staff required must be confirmed 5-7 days prior to event.

Additional staff may be unavailable at request within peak season times and are only accepted upon staff approval.

- **HIRE:** Styling, Props, Plates, Cutlery & Furniture can be hired for your event, classic pieces to modern styles can be arranged to create the perfect style.
- **MENU:** All menu changes are welcome no later 48^{hrs} prior to your event. Please note chefs are happy to accommodate any special dietary requirements, please note our Cucina is not allergens free, so we are unable to accept responsibility for any traces of tree nuts.
- **BEVERAGES:** The CB Co are lucky enough to hold an offsite event liquor license, we can supply alcoholic/non alcoholic beverages/drinks packages including glassware.
- **STAFFING:** Let us take of everything! We offer experience trained staff to assist you, with all areas of your events, a minimum of 4 hours is required for all staffing purposes.
- **VENUES:** We are able to assist you with a selection of venues, or our very own Cucina to suit your event Big or Small
- **HOME:** If your event is in the comfort of your own home, an events coordinator will work closely with you to organize the best house party ever.
- **ENTRANCES:** Please allow clear access to the driveways, paths, doorways for unloading/loading of vans/foot trays.
- **DELIVERY:** If you prefer The CB Co. to deliver to your door, please advise at your earliest convenience, so the preferred delivery time can be allowed to you. A delivery fee will apply for all metro/regional areas. Please advise on booking confirmation any details relevant to the drivers (stairs/laneways ect). We will arrive at the preferred time, however we cannot be held accountable for traffic congestion and/or roadworks.
- **PAYMENTS:** All finalized payments are required in full 5 days before a scheduled event. Please note drivers do not carry change.
- **EQUIPMENT:** All catering trays/equipment are due back no later than two days after scheduled event. A red tub is provided out the front of our Cucina for all hours returns. All

trays, boards and equipment are required back cleaned. **Please return your trays/equipment clean as courtesy to staff and management. We would love to finalize your catering services on a positive note.**

- **GST:** All menus are prices GST free. However add the GST at a point of booking/payment.

BOOKING DETAILS

Please fill out this form and return it to The CB Co. Staff for confirmation

The Catering Buffet Co. By Lina is delighted to host your upcoming event;

To be held on _____ / _____ / _____

Client Details:

First Name: _____ Surname: _____

Mobile Number: (_____) _____

Email: _____

Address: _____

_____ Postcode: _____

Catering / Event Details:

Start Time: _____: _____ am / pm Approx. Finish Time: _____: _____ am / pm Venue: _____

Address: _____

_____ Postcode: _____

Final Confirmation:

Please sign this form to confirm you have read and agree to the terms and conditions of The Catering Buffet Co. By Lina Disclosure form and to confirm your booking.

Print Full Name: _____

Client Signature: _____

Date: ____/____/____