



The Catering Buffet Co.

*By Lina*

MELBOURNE | CATERING | STYLING

[WWW.THECATERINGBUFFETCOBYLINA.COM](http://WWW.THECATERINGBUFFETCOBYLINA.COM)

**2021 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

As standard, a non-refundable deposit of 50% of the catering services is required within 48 hours.

Full payment is due one week prior to the event. The catering co-ordinator will be in contact with you the on the Monday before your event to finalise your order.

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 end business day.

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

### BOOKINGS & FEES

A \$395.00 + GST set-up fee for grazing tables with a minimum of 50 people is required.

A \$295.00 booking fee for catering services to secure a date and/or pickup / delivery time is required only if no menu has been decided upon. The \$295.00 booking fee will then be deducted off the final invoice.

For all off-site events 2 staff need to be present for a minimum of 4 hours at \$675.00 + GST 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.

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

We would be disappointed if your event/catering was to be cancelled. However, we realise circumstances occasionally make this necessary. All cancellations of catering services must be advised in writing. If the catering is cancelled, the following conditions will apply:

- If cancellation is made within 7-days of your event, the full payment of the invoice in place will be required;
- Cancellations made 7-days and beyond, 50% deposits will not be refunded and a credit note will be issued for all monies paid towards The CB Co catering services.

The CB Co will provide a cancellation and/or administrative fee, evaluated on a case-by-case basis, according to food, labor, date reservations and cost already incurred.

If you require any changes to your order, The CB Co. Team requires a 5-day notice for any changes to be made in writing (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 1-2 hours 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.

## 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 3-5 business days (Monday – Friday, 9:00am – 3:00pm) post event.**

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

**The client is financially responsible for any damage sustained.**

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

## STAFFING

The CB Co. Team is composed 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 48hrs 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/nonalcoholic 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.

## COVID-19 POSTPONEMENTS, LOCKDOWNS AND CANCELATIONS

It is possible that restrictions may be put in place by the State or Federal Government bodies when there is a surge in COVID-19 positive case numbers or a high amount of exposure sites. This could happen in the winter months or the summer months. Outbreaks cannot be predicted and could happen at any time. In the event that your special occasion is affected by COVID-19, the following terms will apply: We reserve the right to postpone the booking if our venue and facilities are closed due to circumstances beyond our control. Once we are authorised by the relevant Government bodies to return to business as usual, your catering order will be rescheduled. It is not classified as a cancellation of The CB Co. Once you have committed to a date, you agree to abide by any restrictions that are in place at the time of your special occasion. The CB Co do not accept any liability if you choose to disobey the government restrictions in place at the time of your special occasion if you choose to use our catering services. We are bound by law to follow any Government guidelines surrounding the safety of our guest and staff, and to assist with limiting the spread of COVID-19.

Your deposit will not be refunded if you choose to cancel your special occasion rather than postpone. In the event that you choose to cancel your occasion, a credit note will be issued for all monies paid to The CB Co and will be valid for 12 months from the original invoice date (please see credit note terms & conditions).

## CREDIT NOTE AND VOUCHERS T & C 's

The following conditions apply to all credit notes and vouchers from The Catering Buffet Co, Cucina 5 and Fresco.

- It may be used one time for full amount or more than once at minimum \$150.00 increments.
- The credit notes/vouchers can be redeemed towards payment for catering services only (excluding The CB Co events / Fresco) until the value of the Voucher is exhausted up until the Expiry Date of the Voucher.
- The credit notes/vouchers are valid from original date of invoice for 12 months.
- If the voucher can be used one time only you must redeem the Voucher in one booking only. Any amount not redeemed in that booking will be lost and no credit will remain
- The credit notes/vouchers are non-transferrable non-refundable the person named on the voucher must be the client booking The CB Co services.
- Treat this credit notes/vouchers like cash. Any lost or stolen credit notes/vouchers will not be replaced.
- Credit notes/vouchers cannot be used for catering services during peak seasons, Christmas, Public holidays
- Catering orders / Event bookings are subject to availability at the time of booking. Credit notes/vouchers do not give individuals preference to dates, deliveries.

## BOOKING DETAILS

Please fill out this form and return it to the catering co-ordinator you have been liaising with for confirmation.

The Catering Buffet Co. By Lina is delighted to host your upcoming special occasion to be held on:

\_\_\_/\_\_\_/\_\_\_

### CLIENT DETAILS:

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Mobile Number: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_

Postcode: \_\_\_\_\_

### CATERING DETAILS:

Start Time: \_\_\_\_\_ : \_\_\_\_\_ am / pm Approx. Finish Time: \_\_\_\_\_ : \_\_\_\_\_ am / pm

Occasion: \_\_\_\_\_

Venue: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_

Postcode: \_\_\_\_\_

### FINAL CONFIRMATION:

I, \_\_\_\_\_ (client name) fully acknowledge, understand and accept these terms and conditions stated above.

Client Signature: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_