

M&B FOOD AND CATERING

The Fine Food & Event Professionals

CLIENT BOOKING INFORMATION

Thank you for your enquiry regarding the catering services of
M&B Food and Catering.

We hope that these menus give you an idea of our menu style; however these are a small part of our repertoire. We prefer to tailor a menu to suit your requirements considering various factors like:

Venue - At home/Reception Centre/Other
Time of year
No of guests
Theming
Formal/Informal
Budget

Please contact Bridget Cosyn to ask for further assistance.

NB Please note the information in this package remains the property of M&B Food and Catering and may not be reproduced, copied or distributed with out permission



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DEPOSIT/BOOKING FORM

A \$1550.00 deposit is required to secure the booking.

Client Name: _____ Date of booking: _____

Address: _____

Signed: _____ Date: _____

Forward to Fax: 93326635

DIRECT DEBIT PAYMENT DETAILS

ANZ Bowral
BSB 012547
Account: 1988 29542
M&B Food and Catering

CARD DETAILS

Mastercard & Visa accepted – 1.25% surcharge applies

MC VISA

CARDHOLDER NAME: _____ Signature: _____

Card Number: _____ Exp Date: _____ Verification No: _____

Amount incl surcharge: \$ _____

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CONFIRMATION OF BOOKINGS

1. A \$1550.00 or \$750.00 deposit is to be paid to secure the booking date. This is non-refundable and required within **10 workings days of enquiry**.
2. A fixed cost proposal shall be arranged upon receipt of deposit.
3. If a fixed cost proposal is required prior to deposit being paid: a \$220.00 fee is incurred which includes site inspection and administration costs. This shall be refunded if booking proceeds.
4. Final menus & final numbers are to be confirmed **21** working days prior to function date and final payment is required 1 week prior to event date. Incidentals are charged at completion of event.
5. Prices quoted include all costs relating to preparation & presentation of food, but not independent hiring charges for kitchen equipment, preparation & service area. M&B charge a standard fee for tools of trade - \$330.00 for all functions.
6. If function is cancelled due to unforeseen circumstances up to 21 days before date of event; full payment of food and hiring charges is still required.

FOR MARQUEE and OFF PREMISE EVENTS

7. A separate floored catering area (free standing structure not a peg and pole structure approx 6mx10m) & trestle tables will be required along with cooking facilities as well as a hose for water. (Marquee or off premise functions) over 60 pax – site inspection dependant.
8. All catering equipment required to service the event is required. To be approved by M&B Food and Catering
9. A generator is required for all marquee events for catering and structure power. This is to be approved by M&B Food and Catering. We recommend that a certified electrical contractor inspects the electrical set up prior to event proceeding.
10. A copy of clients Public Liability certificate of currency is required.

STAFFING

11. Service staff is an additional cost @ \$48.50/hour/waitperson except Sundays \$55.50 public holidays @ \$88.00/hour. Number required depends on final number of guests. A standard bump in charge is incurred for setup and delivery prior to event date - \$220.00 Minimum Hire 4hrs including travelling
12. **Service staff reserve the right to refuse service of alcohol to intoxicated or underage guests. Beverage service is provided until 10pm or 5 hours. Spirits are not serviced**
13. If event is held over 30km from Bowral CBD client is charged for staff travelling time
14. If Event co-ordination option is not undertaken – M&B are engaged as caterers only

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HIRING

15. All crockery, cutlery & glass ware & serving needs to be hired by the client.
16. All catering equipment required to service the event is required. To be approved by M&B Food and Catering

EVENT CO-ORDINATION OPTION

17. A 10% fee of all services arranged is charged for full event management.
18. A service fee is charged if client requests that M&B Food and Catering supervise event on the day - \$880.00

OTHER DETAILS

19. We respect all our customers' privacy and shall endeavour to ensure that information is not used for any other purpose other than within our business operation.
20. For certain functions security maybe required.
21. **Our services are not considered definite until a deposit has been paid and a client agreement form is signed.**
22. Prices noted are subject to change due to seasonal produce availability and price. Alternative service is not recommended however if requested: \$7.70/person per course is incurred.
23. **OH&S risks and hazards** must be identified and rectified prior to function.
24. We shall endeavour to provide any dietary requests providing we are notified prior to event.
25. Please note the information in this package remains the property of M&B Food and Catering and may not be reproduced, copied or distributed with out permission
26. Receipt of this package acknowledges acceptance of these conditions and voids previous copies issued prior to Dec 2009.

SUMMARY OF FIXED COSTS – INCL GST

- \$1550.00 Booking Deposit if event numbers are 50+ or \$750.00 if below
- \$220.00 Proposal fee (Refundable)
- \$330.00 M&B Standard Equipment
- \$220.00 Bump In Setup fee