

Lee's Catering

Terms and Conditions



1. Lee's Catering will provide all food service equipment, china equipment, cutlery, and staff service;
2. No liquor service or glassware will be provided, please speak with Invercargill Workingmen's Club in regard to this;
3. These terms and conditions must be signed and received to secure your booking;
4. All pricing is inclusive of G.S.T.;
5. Payment options are by internet banking, cheque, debit card, or credit card. Credit card payment will receive an additional 2.45% charge.
6. Our booking form must be completed with correct information and returned to us;
7. A 20% non-refundable deposit is required to secure your booking, an invoice will be sent out to you;
8. Minimum of 20 guests required. If under 20 guests, this will incur a fee of \$50.00, unless prior arrangement is made;
9. A further 30% non-refundable deposit, for over 100 guests, is required 14 days before your function;
10. Final menu, time schedule, and approximate number of guests to be confirmed 20 days before your function, unless prior arrangement has been made;
11. Final number of guests to be confirmed 7 days before your function;
12. Full payment is to be made before the day of your function, an invoice will be sent out to you when final numbers have been confirmed;
13. Full payment is determined by final guest number and will not change if guest number is less on the day of your function;
14. An extra charge will apply if guest number is larger than the confirmed final guest number;
15. Leftover food will not be left to be consumed at a later time, as this goes against the food handling guidelines;
16. Extra charges may apply on public holidays;
17. If not paid on time either a late payment fee will occur or the cancellation of our catering services to your function.

I have read and understood the Terms and Conditions set out by Lee's Catering.

Signature: _____ **Date:** _____

Printed name: _____