

# EVENT CATERING – TERMS & CONDITIONS

## MINIMUM SPENDS, DEPOSITS AND FINAL PAYMENTS

A minimum spend applies to on-site catering events held Friday to Sunday during peak season (October to February). This allows us to secure staff and offset the cost of closing our regular foodtruck for private events. Minimum spends during peak season for Friday & Saturday events: \$3,000. Sunday events: \$3,500

We love working with our clients to find creative ways to reach these minimums, whether that involves additional services or extra food packaged to enjoy later.

A 50% deposit is required to secure your booking. Bookings are not confirmed until the deposit has been received. The deposit amount is based on the original guest numbers provided by the client and confirmed in the quoted proposal. Receipt of deposit indicates an acceptance of these terms and conditions.

By paying the deposit, you agree to the terms outlined in this document. The remaining balance is due 7 days prior to the event. Payment can be made via bank transfer, cash or credit card. Please note that credit card payments will incur a 2.2% service fee.

## STAFFING COSTS

Waiters and bar staff \$42 per hour with a minimum of three hours.  
Chefs \$53 per hour with a minimum of three hours.  
Sundays and Public holidays will incur a \$20 per hour additional charge per staff member.

## FOOD TRUCK/MOBILE KITCHEN FEES & ACCESS REQUIREMENTS

Should you require the Woodside Food & Co. van or mobile kitchen onsite, a flat fee of \$300 applies.

The food truck is fully self-sufficient and can operate off-grid, with its own water supply and generator. Where possible, access to a power supply is recommended.

It is the client's responsibility to ensure adequate site access. If council trade permits are required at the venue, the client is responsible for organising and covering all associated costs.

## TRAVEL COSTS

There is no fee for attending to local Ballarat events.  
Travel outside the area is charged at \$1.50/km return trip

## CANCELLATIONS

We understand sometimes things happen which may call for an event to be cancelled. Wherever possible, we work closely with our clients to find a creative solution when cancellations are necessary.

- Where an event is cancelled 30 days or more from the event date, a full refund is provided.
- If cancellation occurs within 29 days of the event date, 50% of the deposit is refunded.
- If cancellation occurs within 10 days of the event date, no refund is made.

## FINAL NUMBERS AND DIETARY REQUIREMENTS

We are more than happy to work with you to ensure guests with dietary requirements are catered for where possible. We will be in contact 10 days prior to the event to finalise numbers and dietary requirements.

After this point, we will accommodate additional changes where possible but a reduction in catering numbers is not possible as sourcing of ingredients and equipment begins.

