

# CATERING BOOKING FORM



Event Information			
Full Name			
Mailing Address			
Address of Event	As Above? or :	Please circle: Private Residence or Public Venue	
Best Contact Number(s)			
Email Address			
Date of Event			
Day of Event			
Proposed Number of Guests	Adults (11+):	Children (3-10):	Children (Under 3):
Desired Serve Time			
Type of Event (e.g 40th Birthday)			
Best Contact/Number on day	As Above? or :		

Menu Selection				
Please fill out/circle your selections for your chosen menu:				
TRADITIONAL SPIT ROAST MENU	DELUXE SPIT ROAST MENU	CHRISTMAS SPIT ROAST MENU	AUSSIE BBQ MENU	FINGER FOOD MENU
<b>MEAT - Choose 3</b>	<b>MEAT</b>	<b>MEAT</b>	<i>Standard Inclusions</i>	<i>Please circle your chosen menu:</i>
(for less than 30 guests, choose 2 only)	Pork	(for less than 30 guests, choose 2 only)	Sausages & Rissoles	<b>ENTRÉE FINGER FOOD SET MENU A</b>
Pork	Lamb	Pork	Fried Eggs & Onions	<b>ENTRÉE FINGER FOOD SET MENU B</b>
Lamb (extra \$1.50pp)	Chicken	Chicken	Marinated Chicken Wings	<b>CUSTOM MENU</b>
Chicken	Beef	Cold Leg Ham	Garden Salad & Rocket Mix	<i>Please list choices :</i>
Beef	<b>SALAD &amp; VEG - Choose 6</b>	<i>Standard Inclusions</i>	Garden Salad & Rocket Mix	
<b>SALAD &amp; VEG - Choose 4</b>	1	<i>Standard Inclusions</i>	Roast Potatoes	
(for less than 30 guests, choose 3 only)	2	Garden Salad & Rocket Mix	Coleslaw	
1	3	Roast Potatoes	Bread Rolls w/ Butter Portions	
2	4	Roast Pumpkin & Roast Corn	Condiments as quoted	
3	5	Coleslaw	Disposable Plates & Cutlery	
4	6	Steamed Green Peas	White Napkins	
Extra:	Extra:	Cauliflower & Broccoli Bake	<b>SERVICE OPTIONS</b>	
<i>Standard Inclusions</i>	<i>Standard Inclusions</i>	Bread Rolls w/ Butter Portions	Drop off/delivery <b>y / n</b>	
Garden Salad & Rocket Mix	Garden Salad & Rocket Mix	Condiments as quoted	Served by Staff <b>y / n</b>	
Roast Potatoes	Roast Potatoes	Disposable Plates & Cutlery	Cooked On Site (extra fee) <b>y / n</b>	
Bread Rolls w/ Butter Portions	Bread Rolls w/ Butter Portions	White Napkins	<b>SPIT ROAST DELIVERY MENU</b>	
Condiments as quoted	Condiments as quoted	<b>DESSERT OPTIONS</b>	<b>OPTION 1</b>	
Disposable Plates & Cutlery	Crockery Plates & S/Steel Cutlery	Christmas Pudding <b>y / n</b>	<b>MEAT - Choose 3</b>	
White Napkins	Napkins - COLOUR: _____	Extra Choice:	<i>Standard Inclusions</i>	
<b>DESSERT OPTIONS</b>	<b>DESSERT OPTIONS</b>	<b>SERVICE OPTIONS</b>	Roast Potatoes	<i>Standard Inclusions</i>
(for less than 30 guests, choose 2 only)	Lemon Meringue Pie <b>y / n</b>	Drop off/delivery <b>y / n</b>	Bread Rolls w/ Butter Portions	<i>Standard Inclusions</i>
Chocolate Cake <b>y / n</b>	Raspberry Tart <b>y / n</b>	Served by Staff <b>y / n</b>	Condiments as quoted	Dipping Sauces
Banana Cake <b>y / n</b>	Chocolate Hazlenut Tart <b>y / n</b>	Cooked On Site (extra fee) <b>y / n</b>	Disposable Plates & Cutlery	Platters & Sauce Bowls
Lemon Cake <b>y / n</b>	Apple Crumble Tart <b>y / n</b>		White Napkins	Toothpicks, White Napkins
Mixed Berry Meringues <b>y / n</b>	Extra Choice:		<b>OPTION 2</b>	Disposable Plates
Extra Choice:			<b>MEAT - Choose 3</b>	Garnishes
<b>SERVICE OPTIONS</b>	<b>SERVICE OPTIONS</b>		<i>Standard Inclusions</i>	Fruit Platter
Drop off/delivery <b>y / n</b>	Drop off/delivery <b>y / n</b>		Condiments as quoted	<b>SERVICE OPTIONS</b>
Served by Staff <b>y / n</b>	Served by Staff <b>y / n</b>			Drop off Only <b>y / n</b>
Cooked On Site (extra fee) <b>y / n</b>	Cooked On Site (extra fee) <b>y / n</b>			Staffed & Cooked On Site <b>y / n</b>

## Upgrades & Options

*please note depending on your chosen menu, some of these items may already be included as standard*

SOUP PACKAGE		ENTRÉE FINGER FOOD		
Pumpkin Soup (V)	<i>Includes Soup Kettles, soup cups</i>	<b>Menu A \$10 pp</b>	<b>Menu B \$12 pp</b>	<b>Standard Inclusions</b>
Minestrone Soup (V)	<i>disposable spoons and napkins</i>	Spring Rolls V	Thai Fish Cakes	Dipping Sauces
Sweet Potato & Pumpkin Soup (V)		Satay Chicken Skewers	Mini Pizzas (some V)	Platters & Sauce Bowls
Potato & Leek Soup (V)	<b>\$2.50 per person</b>	Vegetable Samosa V	Vol-Au-Vents (some V)	Toothpicks, White Napkins
Potato, Leek & Spinach Soup (V)	<i>Please circle choice of up to 2 types</i>	Salt and Pepper Squid	Sweet Potato & Cashew Empanada V	Disposable Plates
Spring Vegetable Soup (V)		Tomato & Basil Rice Balls V	Tempura Prawns	Garnishes
Chicken & Sweetcorn Soup		<b>Y / N</b>	<b>Y / N</b>	Fruit Platter

## OTHER MENU OPTIONS

<b>China &amp; Cutlery (Main Course)</b>	<i>\$3 per person</i>	yes / no	<i>includes collection and cleaning</i>
<b>China &amp; Cutlery (Dessert Course)</b>	<i>\$1.50 per person</i>	yes / no	<i>includes collection and cleaning</i>
<b>S/Steel Cutlery (Main Course)</b>	<i>\$1 per person</i>	yes / no	<i>includes collection and cleaning</i>
<b>S/Steel Cutlery (Dessert Course)</b>	<i>\$1 per person</i>	yes / no	<i>includes collection and cleaning</i>
<b>Gluten Free Gravy</b>	<i>\$5.00</i>	yes / no	<i>supplied in addition to regular gravy</i>
<b>Gluten Free Bread</b>	<i>\$1 / serves 6</i>	yes / no	<i>supplied in addition to regular bread</i>
<b>Fruit Salad</b>	<i>\$2.00 per serve / minimum 20</i>	yes / no	<i>supplied in addition to other desserts</i>
<b>Cake (eg. wedding) Cutting/Plating</b>	<i>\$100</i>	yes / no	<i>inc disposable plates, cutlery, napkins</i>

## VEGETARIAN AND VEGAN OPTIONS

<b>Vegetarian Quiche</b>	<i>\$20 each / serves 8</i>	yes / no	Qty: _____
<b>Vegetarian Lasagne</b>	<i>\$40 each / serves 16</i>	yes / no	Qty: _____
<b>Vegan Patties</b>	<i>\$2.50 each / serves 1</i>	yes / no	Qty: _____

## OTHER INFORMATION

Known allergies	
Best place to park & access info	
Notes	

**PLEASE FAX OR EMAIL BACK**  
**03 8692 6501 or spitroastmelbourne@gmail.com**

### IMPORTANT NOTES *(please see attached for full Terms and Conditions)*

PLEASE ENSURE OUR **SITE REQUIREMENTS** CAN BE MET AS SPECIFIED (i.e **BOILING WATER, TABLES, RUBBISH BIN ACCESS**).  
**FINAL GUEST NUMBERS** REQUIRED 4 DAYS BEFORE THE EVENT.  
**MENU SELECTIONS CANNOT BE CHANGED** FROM 4 DAYS BEFORE THE EVENT.  
 A NON REFUNDABLE **\$100 DEPOSIT** IS REQUIRED TO SECURE YOUR BOOKING.  
**PAYMENT** IS REQUIRED ON THE DAY OF THE EVENT OR BEFORE THE EVENT WITHOUT EXCEPTION.  
 WHILST EXTREMELY RARE, WE DO RESERVE THE RIGHT TO SUBSTITUTE ITEMS ON THE MENU DEPENDING ON AVAILABILITY.



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## CATERING INFORMATION, TERMS & CONDITIONS

Please read our Terms & Conditions carefully. Submission of the Booking Form &/or Deposit is taken as acceptance of these Terms & Condition & acceptance of responsibility to abide by them. Please contact us should you require any clarification of these Terms & Conditions.

### Placement of Order

Any order placed by you to us, Southern Star Catering, is an offer by you to purchase a particular product or service for the quoted price (including delivery, GST & other applicable charges).

### Booking Confirmation

To book a catering service a completed Booking Form must be received as well as a \$100 deposit. When we received your request to book a service an email will be sent confirming your booking & outlining what is required of you next & will include all relevant paperwork needed to finalise & secure a booking.

### Deposits

Once a booking request has been received & confirmed we will issue a preliminary invoice based on your estimated guest numbers & indicated menu. A non refundable deposit of \$100 must be received to finalize the booking. All payment methods are shown on the invoice.

### Acceptance of Order

We reserve the right to accept or reject your offer of a booking for any reason, such as the unavailability of any product or service, an error in the price of the product or service or an error in your order. As there may be reasons why we cannot fulfill your order, your contract with us will only come into existence when we advise you that we have accepted your order.

### Finalization of Booking

We will be in contact with you in the week leading up to your event to finalize the details provided on the Booking Form including guest numbers. We will then issue a finalised invoice, which is STRICTLY due on or before the day of the event.

### Payment Methods

We accept as payment for our services the following: Cash, Cheque, Mastercard, VISA and EFT/Bank Deposit.

### Final Payment

Final payment is STRICTLY due on or before the day of your event. Once the final number of guests & menu has been confirmed during the final confirmation call, a final invoice will be sent to you via email. A hard copy will also be given to you on the day of the event. We do not offer credit accounts or credit terms. If an invoice is not paid in full by the day of the event it is considered overdue & you may be charged a \$20 late fee. Should you fail to make payment on an overdue invoice within 3 months an administration fee of \$500 will be applied & as per our terms below, you will also be liable for any debt collection associated costs. If you are electing to pay via EFT proof of payment must be emailed immediately.

### Non Payment/Debt Collection

Should we need to engage the services of a debt collector/vcat you will be liable for any costs incurred as a result of this.

### Minimum Number of People

Minimum catering numbers apply as stated on our quotes. Should your guests numbers fall below our minimum you will still need to pay for the minimum number of people as required by that menu & will be provided with that amount of catering.

### Special Dietary Requirements

We understand the importance of catering for specialized dietary needs. Please advise us of any special requirements & we will do our best to accommodate this. Signage will be placed on any item containing nuts as standard practice. Our menu has options of vegan, vegetarian & gluten free items. Please note that we **do not** operate an allergy free kitchen. It is your responsibility to advise us of any allergies & dietary needs. It is your responsibility to advise your guests to alert our staff of any allergies & dietary needs. We will not be held responsible for any allergic related reaction to our food.

### Changes to Menu

Should you need to change the menu specified on your Booking Form, please do so in writing. We cannot accept changes to the menu from 4 days before the event. Rarely there will be circumstances where we have to substitute a menu item or ingredient. Whilst we take all reasonable measures to avoid this it is sometimes out of our h&s & as such a substitution to your menu may be made & we reserve the right to do so. In this case we will endeavor to inform you of the change ASAP.

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#### **Delivery/Service Areas**

We deliver & service Melbourne & surrounds but please note that some suburbs may be charged a travel fee. We reserve the right to add on a travel fee should the location not be disclosed to us at the time of quoting. If the event location changes after a booking has been made and falls outside of our service area, we reserve the right to cancel and/or not accept the booking at the new location. Travel fees quoted are including GST.

#### **Cancellations**

Cancellation charges apply within the following deadlines (in all cases the aforementioned deposit is non refundable):

- No fee will be charged should the booking be cancelled 6 or more days before the event.
- A 50% cancellation fee will be payable if the booking is cancelled within 5 days of the event.
- A 100% cancellation fee applies when the event is cancelled 48 hours or less prior or where we have not been advised of a cancelled event in writing & the order has been prepared &/or delivered.

#### **Cancellation by Us**

In the event of a natural disaster, state of emergency or disastrous events at our premises that renders us unable to provide our services we reserve the right not to provide goods or services, or cancel orders (or part thereof) at our sole discretion at any time. Without limiting the operation of any other Terms & Conditions herein, we will not be held liable for loss or damage arising from the exercising of these rights.

#### **Final Catering Numbers**

Final catering numbers are due four (4) business days prior. We always try to accommodate changes in catering numbers after this event but this cannot be guaranteed.

#### **Lost or Broken Equipment**

Any lost or broken equipment that belongs to Southern Star Catering that occurs at your event by you or any of your guests will be charged at current & new replacement cost.

#### **Credit Card Payments**

Please note Southern Star Catering accepts VISA & MasterCard only for credit card transactions. All transactions incur a 1% fee. We do not accept Diners or Amex.

#### **GST**

We charge GST for all our services at 10%. All our prices INCLUDE GST.

#### **Pricing**

Prices of goods & services & delivery & other charges displayed on the Southern Star Catering website or any other medium are current at the time of display. These prices are subject to variation without notice. All transactions are in Australian Dollars (AUD). We will always attempt to be as accurate as possible with our product descriptions & pricing. However, we are unable to warrant that product descriptions or other content of the website or a third party website are accurate, complete, reliable, current or error free.

#### **Leftover Food**

Unless otherwise notified, once our catering service has been completed, we will transfer into disposable trays & leave behind any leftover food along with disposable utensils/containers that are yours to use at your discretion.

#### **Cleaning Responsibilities**

Although we will make every effort to leave our serving area as clean as possible & are responsible for the cleaning of our own equipment. We are not responsible for the cleaning of floors, removal of rubbish or other duties that are beyond the reasonable scope of our services as a food caterer/food handlers.

#### **Important Disclaimer**

While all reasonable care has been taken in the preparation of the material contained in our website, & our other correspondence, Southern Star Catering does not warrant the accuracy, completeness or adequacy of the information. The information is by way of general commentary only, subject to change without notice, & does not constitute the giving of advice. Southern Star Catering does not warrant that our website, or any attachment to it, is free from computer viruses. Southern Star Catering has no control over the contents of websites maintained by third parties, which may be accessible through websites maintained by Southern Star Catering & makes no representation or warranty with respect to such websites or any information on such websites.



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