

BOOKING F · O · R · M

Company Details

CONTACT NAME	<input type="text"/>		
COMPANY NAME	<input type="text"/>		
POSTAL ADDRESS	<input type="text"/>		
EMAIL ADDRESS	<input type="text"/>		
TELEPHONE	<input type="text"/>	MOBILE	<input type="text"/>

Event Details

EVENT NAME	<input type="text"/>	EVENT DATE	<input type="text"/>
EVENT LOCATION	<input type="text"/>		
ROOM NUMBER	<input type="text"/>	NO OF GUESTS	<input type="text"/>

Time Details

START TIME	<input type="text"/>	FINISH TIME	<input type="text"/>
DELIVERY TIME	<input type="text"/>	PICK UP TIME	<input type="text"/>

This form is to be fully completed and returned to us within 48 hours after making a booking. All cancellations/ reschedules must be sent via email. Cancellations within 48 hours of the event may incur a penalty.

If the following tick box is selected, no signature is required and you agree to the below mentioned Terms and Conditions by electronic submission.

I AGREE

SIGNATURE

DATE

PAYMENT D · E · T · A · I · L · S

Please refer to terms and conditions regarding payments. All invoices are due prior to the day of the function, unless otherwise advised.

Order Deposit Details

PAYMENT VIA

EFTPOS

CREDIT CARD

Eftpos Details

A/C NAME

A/C NUMBER

BSB

Credit Card Details

CREDIT CARD TYPE MASTERCARD

VISA

AMEX

CARD NUMBER

EXPIRY DATE

CARD NAME

Final payment will incur relevant credit card surcharge of 1.5% (VISA or Mastercard) & 3% (AMEX)

TERMS AND CONDITIONS



DEPOSITS & PAYMENTS

All quotes are subject to availability at the time of booking. A 50% deposit and the return of the signed booking acceptance is required to confirm your booking. The balance will be invoiced upon confirmation of numbers 7 working days prior to the function, and payment is due prior to the day of the function.

Any additional charges (eg. drinks charged on a consumption basis, non-return of equipment, extended staff hours, breakages etc) will be invoiced after the event. This invoice will be charged with the credit card details provided at the time of booking. If no credit card details are provided the invoice will be required to be paid within 7 days.

All payments made via credit card will attract a surcharge of 1.5% for Visa & Mastercard and 3% for American Express. Payments are accepted by Cash, Cheque and Direct Deposit also but must be received by the office no later than 5pm of the day prior to your event. Remittance advices for Direct Deposit Payments are to be sent to orders@la-mint.com.au and cheques posted to La Mint Events & Catering, PO Box 7324, KARAWARA WA 6152.

PRICES

All prices quoted are inclusive of GST and are subject to change.

LATE PAYMENT

Invoices that remain unpaid after seven (7) days a late payment fee of 5% will be charged. If you are have difficulties approving an invoice for payment please ring accounts on (08) 9355 4382 to discuss.

CONFIRMATION OF DETAILS

Menus are to be confirmed 2 weeks prior to the event. Menus are subject to change. Final numbers and any dietary requirements are to be confirmed in writing 5 working days prior to the event. If final numbers reduce by more than 10% then a service charge may apply.

An e-mail confirmation will be sent to your prior to your booking. By signing the attached booking form to agree to abide by La Mint Event & Catering Term's & Conditions.

MENU CHANGES

Requests for changes to menu items or numbers within a 48 hour period (Monday – Friday working day notification) must be made by telephone only. These changes will be considered at the sole discretion of La Mint Events & Catering management. Changes cannot also be guaranteed and substitutions may be suggested.

SUBSTITUTIONS

Occasionally due to unforeseen circumstances La Mint Events & Catering may need to substitute an item ordered for a similar or higher value. When this occurs customers will be notified of this change with the contact details provided on the booking form.

HOUR OF OPERATION

La Mint's Normal Hours of operation are 8am to 5pm Monday to Friday. Please note that if your event is outside these times then a service fee will apply. A minimum of three hours will be charged as a staff member will need to be on-site for your event.

Weekend & Public Holidays will attract a 20%-30% surcharge depending on the size of your event and will be applied to your invoice.

BOOKINGS

Bookings need to be provided and confirmed in writing to orders@la-mint.com.au A minimum 48 hours written notification is required for all bookings. Every effort will be made to accommodate late bookings and if less than 48 hours notice is given please call 1800 LA MINT (1800 526 462).

CANCELLATION

La Mint Events & Catering require 7 days notification if catering is to be cancelled or the event date changed. An administrative charge will apply to booking cancelled with less than 5 days' notice. Please note that if event is cancelled within 48 hours before the event no refund will apply.

STAFF COSTS

Staff hire is charged from when they leave. For in-house events a surcharge will apply if the event is outside of our normal trading hours (Monday to Friday, 8:00AM-5:00PM). This charge is calculated from the time of serving the first catering session to the end time of clearing the last session. This cost is included and stated in the quote. Quoted staff charge is an estimate and may vary from the final charge depending on final menu selection. Any additional staff costs will be invoiced after the event. Minimum staff hire charge is 3 hours. If additional staff is required within a 72 hour notice period an additional service fee may apply. If staff is cancelled with a 48 hour period a minimum of 3 hours labour will be charged for every staff member booked.

RESPONSIBLE SERVICE OF ALCOHOL

Wait staff have Responsible Service of Alcohol Certificates and at La Mint we maintain a devoted approach to making sure alcohol is not served to intoxicated guests.

DELIVERY

At all times we endeavour to ensure deliveries are either early or on time. Please note occasionally, due to unforeseen events occurring such as bad weather or traffic, this can be difficult. Please bear in mind that we will always do our utmost to ensure all catering orders will still be delivered and that you will be notified of the delay as soon as we are able to.

HIRE EQUIPMENT

We can help organise any extra equipment you require for your event, however a minimum of 7 days notice is required. All equipment included is stated in the quote. Any damage to or loss of the provided equipment caused by the client will be charged accordingly and invoiced after the event.

FOOD MANAGEMENT

Due to Food & Health regulations La Mint Events & Catering is unable to allow food to be taken off site by attending guests. Food taken outside of La Mint's knowledge is taken at customers & guests own risk. La Mint is not liable for any food taken off site or from its original delivery location. All food left at the end of the event will be disposed of.

DIETARY REQUIREMENTS

Our commercial kitchen and the equipment used within may contain traces of nuts, egg, dairy and gluten. Although all due care and attention is given to ensure that these items are not contained in special meal requests, we cannot guarantee that dietary requirements are met and accept no liability thereof.

Please note that La Mint reserves the right to charge an additional cost for a special dietary requirement requested.

EQUIPMENT

Equipment required on the day of the event is the customer's responsibility to be returned intact and free of breakages on the date, otherwise they will be charged at replacement cost. For larger orders an equipment surcharge may apply. We endeavour to pick-up and collect all items, on the day of the event, however in certain circumstances this may not be possible. It is your responsibility to make sure all items are stored in a suitable location to be kept for next day collection. All hire items provided for your event are kept on a register to make sure the items are returned or charged appropriately.

WASTE DISPOSAL

In accordance with health & food safety regulations all food provided is deemed to be ready for consumption at the time it is delivered. No rubbish can be transported within the Catering Transport Vehicle and therefore will have to be left on site. Please ensure that staff have the availability to utilise rubbish disposal services on site.

DISCLAIMER

La Mint Events & Catering are not be liable for any food item requested to be left behind after a function. The customer is welcome to take any food items in their own container however due to health and safety standards we would prefer to dispose of all remaining food.