

# HARVEYS

## Harveys Catering and Function Policy and Agreement

To Order  
P: 3852 3700  
F: 38523711  
E: info@harveys.net.au

### Harveys Bistro and Bar

Shop 4/31 James Street Fortitude Valley QLD 4006

telephone 07 3852 3700 facsimile 07 3852 3711  
web www.harveys.net.au email info@harveys.net.au  
ABN 49 122 825 129

### Upon receiving your orders we will contact you promptly to confirm your requirements

**Platters:** Catering is provided on platters which incur a \$20 refundable deposit to be paid on collection/delivery. Alternatively, you may provide your own platter(s).

**Deposit:** A \$200 deposit is required for events of up to 20 people, \$300 (21-30 people) and \$500 (more than 30 people).

**Pick Up and Delivery:** If delivery is required, a delivery charge can be quoted. If your order is \$50 or more, or you are within 500m of the bistro, delivery is free.

**Breakages and Losses:** Breakages and losses will be charged at replacement value to the customer. The customer will be notified of any charges.

**Confirmation and Cancellation:** Confirmation of catering numbers is required 48 hours prior to the event. Final charges will be based upon numbers provided at confirmation. Less than 12 hours notice of cancellation will result in a 50% payment.

**Payment:** Payment is required on collection of catering. We accept cash, company cheque, visa, mastercard, American express and diners. Deliveries may be invoiced. All prices are inclusive of gst. Functions within the bistro will be issued a single bill for the event.

I/WE AGREE THAT WE GRANT MCMILLAN HOSPITALITY MANAGEMENT PTY LTD TRADING AS HARVEYS TO CHARGE OUR CREDIT CARD FOR THE FULL AMOUNT OWING IF PAYMENT HASN'T BEEN MADE WITHIN 7 DAYS AFTER THE EVENT.

**Staff:** Chefs start at \$38/hour. Wait staff at \$38/hour, Staff are charged out to your venue for a minimum of 3 hours.

Once the food has been delivered or collected, it becomes the customer's responsibility to ensure the food is correctly stored and handled. All functions and catering events require client agreement with this policy as evidenced by the signature below.

We will do our best to accommodate last minute orders. Please contact us if you have any questions regarding the above, or would like to discuss your catering or function needs.

### To be filled in by the client:

|   |              |   |  |
|---|--------------|---|--|
| Function Date:                            |              | Function Time:                                |  |
| Number of Guests:                         |              | Function Package:<br>g. 3 courses plus cheese |  |
| Business Name:                            |              |   |  |
| Contact Person:                           |              |   |  |
| Contact Details:                          |              |   |  |
| Credit Card Number: (for deposit/payment) |              |   |  |
| Name on Card:                             |              |   |  |
| Card Type:                                | Expiry Date: | Card Security Code:                           |  |
| Signature:                                |              |   |  |