

Gastronomy terms and conditions for UNSW Venues

Waiters: Waitstaff are included in all quotes at the following ratios of staff to guests:

Lunch / Dinner	1:20	Premium	1:15
Cocktail party	1:30	Conference	1:40
Rates are below for an extension of staff hours, or extra service staff if you would like a higher ratio			
Ex GST	Mon – Fri	Sat	Sun
Supervisor	\$47.50	\$51.50	\$59.50
Boardroom waiter	\$40.00	\$45.00	\$51.25
Function Waiter	\$33.50	\$40.75	\$46.75

Service Charges, Equipment Hire Charges:

Gastronomy has sufficient stock of crockery, cutlery and glassware onsite for functions quoted. Special hire requirements or services such as lighting, audiovisual equipment and floral arrangements can be quoted from leading suppliers if required.

Price and menu variations: If guests on the night are greater than the numbers confirmed, we will bill you for the extra guests. Vegetarians and special dietary requirements will need to be ordered and confirmed before the function. If extra vegetarian meals are required on stand-by, they will be billed accordingly. Due to the seasonability of produce there may need to be some slight menu variations. Unless stated, prices quoted are relevant to 30 June 2009, at which point all prices will increase by 4%.

Surcharges (GST inclusive):

Sundays a 10% surcharge applies to the total quote. Public holidays, Christmas day, New Years Eve, New Years Day, Easter. Menus and prices on application

GST and ABN: Is applicable on quoting and billing but will not be journalled to internal UNSW departments. Our ABN is 70 085 262 737.

Contract completion: Please sign and return this contract with a 30% deposit to confirm your booking. UNSW departments with an established client file need to complete these details but no deposit is required.

Company / Host	
Contact name	
Date of function	
Location of function	
No. of guests	Guest arrival time
Signature of approval	
Name of signatory (please print)	
Your internal cost centre (if relevant)	

Confirmations and Deposits: To secure your bookings return a signed copy of our terms and conditions with a 30% deposit on the total of your invoice. Regular clients may make a client account application to have deposit requirements waived.

Final numbers: A guaranteed minimum number of guests is required 5 working days prior to your function. After that time you may increase the number of guests and we will bill you accordingly to cover additional food and staff costs. If your numbers fall below the guaranteed minimum you will be billed for the guaranteed minimum. Final Numbers are required 3 working days prior to the event.

Terms of payment: Payment is required on invoice, with payment for non UNSW clients due 2 days prior your function. Any additional services, extensions of packages, increase to final numbers, extension to venue hiring times, etc, will be invoiced after the event and payment is due 7 days from the final invoice date.

Cancellations and deposits: Cancellation 60 days or more prior to the scheduled date and deposits will be refunded. Under 60 days, we will be happy to refund your deposit if we can resell the date or there are extenuating circumstances

Responsible service of alcohol and the law: Gastronomy Australia Pty Ltd reserves the right to refuse service of alcohol to any customer or guest who we, our staff, or UNSW staff deem to be intoxicated.

Insurance: You are responsible for arranging cover for valuable articles as you see fit. You are financially responsible for any wilful damage or loss sustained to the premises and to property by your guests during a function and for damage to or loss of equipment hired by us for you. We will take all necessary care to safeguard the security of the property of you and your guests.

