



## Kingaroy Caterers trading terms and conditions.

### Payment & Refund Policy (Client's responsibilities)

- 1.** A deposit of \$110.00 is required to secure function date with Kingaroy Caterers.

The deposit of \$110.00 is refundable if 3 weeks before agreed function date the client informs Kingaroy Caterers in writing of their booking cancellation.

The deposit is not refundable if the client informs Kingaroy Caterers of their cancellation less than 21 days before the agreed function date.

The \$110.00 deposit is subtracted from the total catering invoice on completion of function.
- 2.** 50% of the total catering costs are required one week prior to agreed function date or upon receipt of invoice.
- 3.** The remaining catering costs stated on the client's invoice are required on completion of agreed function date.

### Caterer's responsibilities

1. The provision of and service of meal chosen by the client.
2. Setting up and dismantling of catering equipment.
3. The cleanup of all catering equipment used by the caterer.

### Payment Options

- Eftpos
- Credit card (moto transaction via telephone)

A credit card processing fee of 1.65% of invoice total for Mastercard and Visa applies. A 2% credit card processing fee applies for American Express.

- Cheque
- Direct deposit ( banking details on invoice)

I have read and understand Kingaroy Caterers payment and refund policy and accept Kingaroy Caterers trading terms and conditions.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Organisation: \_\_\_\_\_