

PO Box 6329, Auckland  
Phone: 09 923 2289  
www.flametreekitchen.co.nz



Melwyn EPS  
University of Auckland

## **Catering Service Proposal**

Dear Melwyn,

Thank you for your recent catering enquiry to Flame Tree. Please find enclosed our Service Proposal for your event **EPS Club Catering** on **Friday, 27 March 2015**.

Our proposal is based on a menu selection you provided us and includes a full cost estimate.

After reviewing our proposal, please let us know if you wish to proceed or advise of any queries, suggestions or further enhancements.

We are very much looking forward to working with you and hope to hear from you soon.

Kind Regards,

**Kate Williams**  
Event Coordinator  
Extn: 09 923 2289  
kate.williams@auckland.ac.nz

Ref: ODR-02379

### EVENT DETAILS

Event Name	EPS Club Catering		Ref	ODR-02379
Type	Morning Tea	Contact Name	Melwyn EPS	
Date	Friday, 27 March 2015			
Location	Engineering B 403, Level 5 Room 501			
Guests	40			

<b>Start Time</b>	09:30 a.m.
<b>Finish Time</b>	11:45 a.m.

### MENU

Menu Item	Note	Service time	Quantity	Cost
Variety of Triangle Cut Club Sandwiches	50% chicken, 50% vegetarian 2pp = 40 total		20	\$80.00
Pacific Fruit Platter - Freshly Sliced Fruit with Greek Yoghurt & an Orange Ginger Syrup			20	\$110.00
Freshly Baked Muffins	Cut in half 1pp = 25 muffins (50 pieces)		25	\$100.00
Cookie & Biscuit Selection	2 varieties, 2pp = 40 total		20	\$80.00
Orange Juice	bio cups		40	\$140.00
Side Plates			40	\$0.00



Trestle Table			1	\$0.00
Buffet Linen			1	\$0.00
Total				\$510.00



## SPECIAL INSTRUCTIONS

Dietary Requirements	
Gluten Free	0
Vegetarian	0

Notes and Delivery Instructions
9.00am Room access, set-up table 9.30am Catering served 10.00am Meeting starts 11.45am Meeting finishes, Flame tree to pack-out table and platters



## **OUR TERMS**

### **DIETARY REQUIREMENTS**

Where possible all notified dietary requirements will be accommodated provided notice is given at least 10 days prior to the event.

### **FINAL NUMBER CONFIRMATIONS**

Confirmation of final numbers must be provided at least 10 days prior to the event. Any decreases in numbers of guests after this time may result in the original confirmed number being charged.

### **CANCELLATION**

Cancellation of the catering within 7 days of the event will incur a 50% charge.

Cancellation within 48 hours of the event will incur a 100% charge.

### **PRICING**

Prices and menu content are subject to change due to market or seasonal availability. All prices exclude GST.