



one pot
catering

Welcome
ONE POT CATERING

SYDNEY CATERERS FOR YOUR EVENTS

Booking Form



www.onepotcatering.com.au



Welcome to One Pot Catering

To book with One Pot Catering :-

Print this form, complete & email or mail to:

Orders@onepotcatering.com.au, Unit 1 414 Gardeners Road, Rosebery, 2018.

Any queries, please contact us on **(02) 9317 4062**

Contact Name

Contact Number

Contact Email

Function Type

Function Venue

Date / Time of Function

Number of Guests

Selected Menu / Beverage Package

Menu

Beverage

(02) 9317 4062 orders@onepotcatering.com.au

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Terms and Conditions

Payment terms:

To confirm a booking with One Pot Catering we require a 25% deposit of the balance with approval of quotation and the remainder paid 1 week before the event.

Once the Payment clears we will update the tax invoice and send it to your nominated email address for your personal records

Payment methods:

Direct deposit, credit card or Cash.

Final Number's and menu changes

At One Pot Catering we would ask if you could give us your final numbers and any menu changes 7 days before your event. This will give us time to generate your final run sheet that you will be asked to approve.

Cancellation:

Cancellations, postponing or transferring a booking can be completed up to 14 days before the event without loss of 25% of booking fee.

Cancellations, postponing or transferring of a booking made after this will result in 25% deposit retention of fee.

If a booking is cancelled within 48 hours there will be no refund due to food ordering and staffing costs related to the event.

Cancellation at any point after booking will however incur a \$195.00 cancellation fee.

Please check that you are happy with all the above detail before signing

Special Requirements

How did you hear about us?

METHOD OF PAYMENT

Catering booking payments can be made by either, direct deposit or by calling our office 10am-5 with credit card details or by cash arranged between both parties

☐

DIRECT DEPOSIT

☐

CREDIT CARD

☐

CASH

Direct Deposit to: **St George Bank, One Pot Catering , BSB: 112 879 ACC: 493 120 991**
Please Reference your invoice Number

Signature

Function Total

For Office Internal Purpose Only

Number of Staff Required

Staff

Function Total

25 % Deposit

Final Payment

ACT

Excel

Quote Sent

Invoice

Confirmation Email

Payment rec'd

Run Sheet

Processed By: _____ Date: _____
Comments: _____