



# A1 CATERERS LTD

EST. 1960

## Dinner Catering Confirmation

Please print, fill out, scan and email to us or fill out online or call us for assistance.

Date and Day of Function:

Contact Name:

Contact Address:

Telephone (day):

Telephone (a/hrs):

Venue Address:

Venue Contact Person:

Venue Telephone:

Menu Option/No. (if finalised):

Menu Cost:

Number of Guests (approx):

Arrival Time:

Pre-Nibbles Required Yes/No:

Eating Time:

Speeches Prior/During/After Meal:

Serviettes Colour:

No of Tables & Size (for cloths):

Guest Tablecloths Required @ \$12.00 ea:

Table Setup Required Yes/No:

Floor Plan Supplied Yes/No:

Water Carafes & Glasses Required Yes/No:

Bar Staff Required Yes/No:

Booking Fee of \$200.00 included Yes/No:

### Confirmation of Numbers

A final confirmation of numbers is required five days prior to your function. This confirmed number will be the minimum number which will be charged. However, should the actual number of guests in attendance be greater, then the greater figure will be charged.

### Terms of Trade

A booking fee of \$200.00 is required on confirmation of the booking with the balance payable before the date of the function. Booking fee is refunded after function is held.

No booking will be considered confirmed until booking fee is received.

Payments can be paid by cheque or direct debit into account 03-0255-0078918-00 using your surname and date of function as reference.

Should assistance be required at any time regarding your function please do not hesitate to contact us.