

COUNTRY MANOR CATERING

188 Great North Road, Winton 9720
P.O. Box 21, Winton 9741
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Web: www.countrymanor.co.nz

Terms and Conditions

The Company

Country Manor Catering has grown from humble beginnings in the homestead kitchen, into the established company with an outstanding reputation it is today.

Your menu is our pleasure

We have an extensive range of menus for all occasions and events. We can cater for a wide variety of tastes and dietary requirements and are happy to discuss the inclusion of your favourite recipes and dishes.

Country Manor will oblige with dietary needs. Please contact us directly to discuss different catering options.

- Dairy Free
- Gluten Free
- Vegetarian
- Vegan
- Nut allergies

*Extra charges may apply.

Full service is included in our competitive pricing

Country Manor will provide all food service and equipment to complete your function experience. Provided is Damask linen tablecloths for the buffet tables only, top quality white china equipment, cutlery and staff service.

Tablecloths and linen napkins are available to hire for your guests tables (\$7.50 inc. GST / tablecloth & \$0.70 inc. GST /linen napkins)

We do not provide liquor service or glasses. We concentrate on making sure the food service is 100%.

What we require from you

- Final confirmation of numbers 4 working days in advance of function date
- Access to a household kitchen, or power and running water on site
- Drive on access to function venue and a park alongside where we will be working from
- Detailed directions to function venue, or alternatively a printout of function location from www.googlemaps.com
- Your function will be pencil booked only, until deposit, completed booking form and the terms & conditions signed are received (unless agreement made with Country Manor), pencil booking are only valid for one week.

Leftovers

Please do not embarrass our team on the day by asking for the leftover food. Because of strict food handling guidelines and a strict food control plan with the Southland District Council & the Invercargill City Council, Country Manor Catering will not leave leftover food to be consumed at a later time as this food is out of our control. The amount charged is per person and not for the food provided.

Pricing

All pricing listed on our menus are inclusive of GST. The pricing for your finalised & agreed menus will be held as per these terms & conditions. Please note our current prices of menus that have not been finalised & agreed for your booking by you may have a slight increase depending on our suppliers pricing which is out of our control.

A \$400.00 deposit (non-refundable) is required for any function exceeding 50 guests;

Payment details:

Post: Country Manor Catering, PO Box 21, Winton

Internet Banking: Country Manor Catering, 02 0924 0003594 00

Payment MUST be made before the day of the function. An invoice will be emailed to you once final guest numbers are confirmed 4 days prior to your function.

Extra costs

We charge a mileage fee for served functions outside the Winton area (outside the 10km radius). Pricing for functions in Invercargill are \$55.00 inc. GST. Please enquire for any other region.

We may require you to pay for accommodation for the night when the location and finishing time of the function warrant the staff to stay overnight to avoid fatigue while travelling home. All costs will be passed onto you. Please enquire.

It needs to be stipulated when booking if your function is in a marquee (please refer to marquee cover note)

If there is not an oven suitable for our requirements we are able to bring an oven but this will incur a charge of \$120.00 inc. GST.

Surcharge

Extra charges will apply for functions scheduled on Public Holidays.

Delivery & Pick up arrangements

Delivery can be made if requested, with a surcharge depending on the area of delivery. On receiving of the delivered food, the food must be refrigerated or consumed. The delivery charge does not include the set up. Please have someone on site to receive the food and mark off that you have received everything that was ordered.

Operating parallel with Winton Bakery, you can arrange to collect your order from 188 Great North Road, Winton. Bakery hours are Monday to Friday, 6am to 5pm. Saturday, 7am to 3pm. No pick up on Sunday. Food must be collected with minimum time until serving and kept refrigerated please.

As another option you could collect from our Invercargill kitchen at a time and day agreeable to Country Manor.

Return of dishes

Clean dishes must be returned to either the Winton Bakery (188 Great North Road, Winton) or our Invercargill kitchen (154 Esk Street, Invercargill) within 2 days unless arrangement has been made for them to be collected. A charge may apply for breakages or lost items.

Please phone our obliging team at Country Manor to help plan your special function that will be one to treasure.

Thank you
Jeannie Peebles – Owner

I have read and understood the Terms and Conditions.

Printed name: _____

Signature: _____

Date: _____