



027 881 2675  
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office@countrymanor.co.nz

## **Terms & Conditions**

### **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 favorite recipes and dishes.

Please contact us directly to discuss any dietary needs you may require, extra charges will 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 linen table clothes for the buffet table only, plates, cutlery, salt/pepper and staff service.

Table clothes (\$8.50) and linen napkins (\$1.00) are available to hire for your guest tables.

**We do not provide liquor or glasses.**

### **What we require from you**

- Final confirmation of numbers 5 working days in advance of function date.
- Access to a kitchen, if not we will require power and running water (may be extra charges for no kitchen as extra staff and equipment is needed).
- Trestle tables to display the buffet (3 tables).
- Drive on access to function venue and a park alongside where we will be working.
- Address and detailed directions to function venue.
- Complete a function booking form along with our terms and conditions signed.
- Deposit of \$400 to secure booking (numbers over 50 guest).

## Leftovers

Please do not embarrass our team on the day asking for leftover food. Because of strict food handling guidelines and control plans with the Southland District Council we are not allowed to and can lose our food license.

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 agreed menus will be held as per these terms and conditions. Please note our current prices of menus that have not been finalized and agreed for your booking may have a slight increase depending on our suppliers pricing which is out of our control.

A \$400 deposit (non-refundable) is required for and function booking with numbers exceeding 50 guest.

### Payment details

Internet payments    Country Manor 2023 LTD    06 0925 0891378 00

**Payment must be made before the day of function. An invoice will be emailed to you once final guest numbers are confirmed (5 days prior to your function)**

## Extra costs

We charge a mileage fee for served functions outside the Winton area (10km radius of Winton). Please enquire within for travel costs.

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 over night to avoid fatigue while travelling home. All cost will be passed onto you please enquire within.

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

If we have to bring our own oven there is an extra cost of \$150.00

## Surcharge

Extra charges will apply for functions scheduled on Public Holidays (25%)

## **Delivery & pick up arrangements**

Delivery can be made if required, with a surcharge depending on the area of delivery. On receiving of the food it 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.

Pick up items are collected from the back of The Winton Bakery, access from Bute street. Our opening hours are Monday – Saturday 6am till 2pm. Food must be refrigerated or consumed after pick up.

## **Return dishes**

Clean dishes must be returned to Country Manor within 2 days unless you have made other arrangements with our team. A charge may apply to breakages or lost items.

Please give us a call if you have anymore questions, Thank you

**I have read and understand the Terms and conditions**

**Print name:**

**Date:**

**Signature:**