

## ON-SITE CATERING

### TERMS & CONDITIONS

1 **Ordering**

On-site catering orders must be placed 10 days in advance.

Orders may be placed by phone 2506-0611 or email to catering@798unit.com.

2 **Minimum order**

A minimum food & beverage order of \$2,000 is required.

3 **Extra Charges**

i. **Catering charge:** 10% of total food & beverage will be charged. This includes glassware, chinaware, serveware and utensils for food and beverage ordered, basic set up and clean up (but not wait and serve).

ii. **Labor**

servers/ chefs: \$150/ hour/ person, minimum 3 hours

overtime after midnight: \$200/ hour

Hours are counted from set up (we suggest at least 1 hour before the party begins) to service. Clean up is not included. Do note that our staff will leave the kitchen tidy; however, he/she will not do the dish-washing.

Our staff come in 798 unit & co. white uniform with black pants. Uniformed butlers are available at extra charge.

iii. **Equipment**

Utensils and chinaware can be rented at below rates.

iv. **Third Party**

Decoration, flowers, entertainment etc. can be arranged at additional cost.

4 **Confirmation & Payment**

Orders must be confirmed 5 working days in advance and a 50% non-refundable deposit is required.

Due to variable nature of events, final reconciliation may be done after the event to allow for overtime, losses/ breakages, or additional charges in order. Balance of payment shall be made on delivery.

5 **Cancellation**

Cancellation 48 hours before an event will incur 50% of the total cost.

Cancellation within 24 hours of the event will incur 100% of total cost.

Information and prices shown are correct at time of printing, April 2010.

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EQUIPMENT RENTAL LIST

Below is the standard equipment list. Please speak to our staff for any special needs.

	cost per piece	
	<u>additional rental</u>	<u>missing/broken</u>
<u>glassware</u>		
wine glass	\$4	\$20
champagne flute	\$4	\$22
rock glass	\$4	\$19
highball glass	\$4	\$22
martini glass	\$4	\$30
shooter	\$4	\$15
<u>cutlery</u>		
spoon, knife, fork	\$4	\$30
coffee spoon	\$1	\$10
<u>chinaware</u>		
soup bowl	\$4	\$30
12" plate	\$4	\$30
10" plate	\$4	\$28
8" plate	\$4	\$22
coffee cup and saucer (per set)	\$5	\$25
tea pot	\$4	\$20
milk jug and sugar bowl (per set)	\$4	\$30
<u>others</u>		
banquet table 3'x6' with table cloth (black)	\$100	\$1,800
stainless steel wine bucket stand	\$20	\$300
stainless steel wine bucket	\$20	\$250
half glass coffee pot	\$20	\$90
dual coffee heater	\$40	\$650