

# MN Catering Terms & Conditions

## Quotation

Once you have discussed your brief, MN Catering team will develop a quotation for you based on your individual requirements. This written quotation will remain valid for 30 days from date of issue. In the instance that the event brief alters, we will review and reissue the quotation. All orders must be received and any amendments to be made in writing. Please note you are responsible for the entry of your request on the Venues and Catering website.

## Prices

While all attempts are made to maintain published prices, they may be subject to change at the discretion of MN Catering. If prices differ, the client will be informed before the event date. Prices quoted include GST unless otherwise specified.

## Confirmation of Catering

MN Catering considers confirmation of the catering upon receipt of these terms and conditions signed.

.....  
signature

## Payment Terms

- MN Catering has the following payment terms
- Payment terms are 30 days from date of invoice
  - External Clients may pay by credit card, cash or invoice.
  - Internal clients by cost centre code
  - Late orders can incur a 20% late fee this is at the discretion of MN Catering
  - All weekend and public holiday catering will incur a 20% charge
  - MN Catering reserves the right to add additional charges post event in the case of additional staff hours required.

## Externally purchased food & beverage

Externally supplied food may NOT be brought on to the premises for consumption, as per MNHHS Hospitality and Functions process: *see below*

## Cancellation Terms

In the instance that you need to cancel your catering, the following conditions will apply:  
All cancellations must be made in writing.

Notice Period*	Cancellation Fee
<b>Weekday bookings</b>	
At least 48 hours	NIL
Between 48 and 24 hours	50% of order fee
Less than 24 hours	100% of order fee
<b>Weekend bookings</b>	
At least 48 hours	NIL
Less than 48 hours	100% of order fee

\*Notice periods are calculated in business hours only – weekends and public holidays do not form part of the Notice Period.

## Damages

The client is responsible for any damaged loan or hired equipment and acts omissions or negligence will result in a charge based on

- (i) the costs of repair and
- (ii) the value to replace of said equipment.

## Additional Charges

Any event requiring MN Catering staff to cook, clean, serve or RSA service will be charged \$40 per hour per staff member, staffing numbers are determined by the MN Catering.

Crockery and /or cutlery, set up and pull down.  
Please contact us for details and applicable costs.

## Liquor Licence, Responsible Service of Alcohol

MN Catering has a Responsible Service of Alcohol Policy. It is illegal to serve alcoholic beverages to any person who is intoxicated, disorderly or underage. MN Catering reserves the right to refuse service to such person and request identification.

**BYO liquor is not permitted at any MN Facility.**

[https://qheps.health.qld.gov.au/\\_\\_data/assets/pdf\\_file/0033/1818465/004157.pdf](https://qheps.health.qld.gov.au/__data/assets/pdf_file/0033/1818465/004157.pdf)