



Event Catering Terms & Conditions

Pricing

Three Forks endeavours to set event pricing for a calendar year. All prices are subject to change without notice.

Clients and Three Forks Liaison

It is the responsibility of the client to liaise directly with the Catering Coordinator on all matters relating to your event in a timely fashion. On the day of your event, a nominated liaison person is required.

License hours

Three Forks is licensed to sell alcohol between 8am and midnight.

Deposit

A 25% deposit is taken based on the minimum catering number of applicable guests.

Note: Deposit payments via credit card (Visa, Mastercard and American Express) incur an additional charge of 2.0%.

Payment Terms

Payment is due within 7 days of the event.

Note: Account payments via credit card (Visa, Mastercard and American Express) incur an additional charge of 2.9%.

Late payments may incur late payment and administration fees of 5% of the balance owing

Final Numbers and Confirmation of Details

Final numbers and all details must be confirmed 10 working days before the event. Numbers confirmed at this time will be the minimum number charged for.

Cancellation

Deposit is non-refundable.

Cancellation within 3 months – a further 25% of arrangements made to date.

Cancellation within 10 days – a further 50% of arrangements made to date.

All cancellations are to be received in writing.

Special Offers/Rebates

Only one special offer/rebate can be used for any one single event.

Public holidays

Any event held on a Public Holiday a 15% surcharge will apply to the total account.

Miscellaneous Charges

The client will be charged for any additional costs relating to misuse, loss, or damage to equipment, breakages or additional cleaning relating to the event.