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## Corporate Catering, Venue Hire Terms, Conditions & Privacy Policy

### Catering

#### CONFIRMATION

*Tentative bookings will be held for a maximum of 14 days and will automatically be released should Kuditj not receive a deposit of payment for 20% of the room hire amount.*

*Bookings will be confirmed through email and tax invoice will be issued.*

#### FINAL CONFORMATION

*For catering, staffing and billing purposes, all outside catering and internal events are required to be finalized 72 Hours prior to event.*

*Should the final conformation not been received 72 hours prior to function/catering the initial contract will be taken as final.*

*On confirmation of bookings for 50 or more guests, a 20% deposit is required. Final payment is due 7 days prior to the function. Any extra charges (non-returns, extended staff hours, breakages) will be payable 7 days after date of the function.*

#### MENU SELECTION & CHANGES

*Menu selections/ Changes must be confirmed 3 Days prior to the booking date. We will do everything possible to facilitate your requests, but not all changes can be guaranteed and substitutions may be suggested where items are not available. In the case of supply shortages outside of our control, menu and beverage items may be substituted by a similar product.*

#### PAYMENT

*Once a booking/order is received it will require Kuditj Approval. Upon approval, the customer will receive an email and be required to pay invoice within 7 days. All External Catering Services orders need to be paid prior to booking/order.*

*All Internal catering services need to be paid 72hrs prior to booking/order.*

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## **CANCELLATION/REFUND POLICY**

All Cancellations must be received in writing for Enternal Catering Services 4 days prior to the scheduled booking/order and the follow terms are applicable

Kuditj reserves the right to withhold all or part of the deposit for administration and service costs incurred, as outlined below;

- If the cancellation is received 72 hours, the customer will be applicable for An administration fee of 20% of the original order will apply
- All Part payments will be refunded, credit note to value of their original booking if cancellation is advised no less than 4 day prior to event.

## **PUBLIC HOLIDAYS AND WEEKENDS**

Kuditj has a surcharge of 20% on food & a 60% surcharge on staff (Due to recent award changes).

## **FOOD AND BEVERAGE**

Food and Alcoholic Beverages are not permitted to be brought into the premises or removed unless prior authorisation from the manager has been obtained.

All Food and Alcohol Requirements are to be purchased & provided through Kuditj, this can be discussed with management if only service is required for external events.

Liquor Licensing permits Kuditj to operate from 11:00am – 10:30pm Monday to Saturday  
11:00am – 7:00pm Sundays. No Trading Christmas Day, Good Friday and before Noon Anzac Day.

## **MARKETING DISCLAIMER**

When you attend a Kuditj function, you enter an area where photography & videographer may occur. Kuditj will always seek the event organiser or client's permission to have an additional photographer present by entering the event premise, you & your guests consent to such photographic content being used for marketing and promotional purposes.

## **HEALTH + SAFETY DISCLAIMER**

Kuditj will not be liable for food requested to be left behind after a function.

## **Kuditj Venue**

## **RESPONSIBILITY**

Kuditj does not accept any responsibility for the damage to or loss of any client's property left in the venue prior to, during or after a function. Organisers are financially responsible for any damage sustained to Kuditj fittings, property or equipment by clients, their guests or outside contractors prior to, during or after a function.

General and normal cleaning is included in the cost of the room hire. Additional charges will apply in instances where additional cleaning is required or a required replacement of damaged/missing items.

Kuditj cannot take responsibility for any deliveries and storage of equipment in days prior to the booked function. Although we will make every effort to keep your items secure, we suggest that you arrange suitable insurance cover if

you deem it necessary. We will not accept any delivery that has not been pre-arranged with the functions office or management staff.

### **CANCELLATION/REFUND POLICY**

All Cancellations must be received in writing for Internal Catering Services 4 days prior to the scheduled booking/order and the follow terms are applicable

Kuditj reserves the right to withhold all or part of the deposit for administration and service costs incurred, as outlined below;

- If the cancellation is received 72 hours, the customer will be applicable for An administration fee of 20% of the original order will apply
- All Part payments will be refunded, credit note to value of their original booking if cancellation is advised no less than 4 day prior to event.

All Cancellations for venue booking must be receive in writing 14 days prior to booking All Part payments will be refunded, credit note to value of their original booking if cancellation is advised.

- If the cancellation is received in less than 14days, the customer will be applicable for An administration fee of 20% of the original order will apply

### **CONDUCT OF GUESTS**

If there is any reason to believe that any guest will affect the smooth running of Kuditj business, in either security, safety or reputation, Kuditj reserves the right to remove the offending person(s) from the premises and/or in extreme cases terminate the function.

Kuditj is required by Law to cease service of alcohol to guests displaying signs of intoxication, and to comply with the requirements under the Liquor License.

The client is responsible for ensuring that at no time will any of the their guests, employees, or agents commit any act on the premises which is illegal, immoral, noisome or offensive, or is in breach of any local, State and federal Statutes by Laws, orders or regulations.

If an event that requires the presence of Security or Crowd Control staff, we reserve the right to employ such suitable staff, and the cost of the employment of these staff will be payable by the client prior to the event commencing.

### **NOISE LEVELS**

In order to ensure that all our guests enjoy their experience, we require all sound levels to be kept within normally acceptable levels and ensure there is no disturbance to other events within the venue. If the use of sound equipment is required prior authorization is required from Kuditj Manager.

### **BOOKING TIMES**

Functions will be booked to set times this will be stipulated on your Quote/ Invoice. In the event that the venue is still in use after the agreed booked time, Kuditj reserved the right to incur a suitable labour & venue charge to cover additional costs this will be \$110 per hour. If access is required before allocated start time prior authorisation is to be organised with the Kuditj Manager.

Liquor Licensing permits Kuditj to operate from 11:00am – 10:30pm Monday to Saturday 11:00am – 7:00pm Sundays.

For this reason functions are to conclude 30 minutes before the end of our licenced hours.

### **SIGNAGE**

Nothing is to be nailed, screwed, stapled or to any wall, door or other surface or part of the building.

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### **CAR PARKING**

Parking can be arranged for key delegates (**maximum of two spaces**) subject to availability. This must be pre-arranged with the Kuditj Manager. Two hour street parking is available, with Full day parking available on Stirling St & The Brisbane Hotel both located within 5 min walking distance.

### **PRIVACY POLICY**

Any personal information recorded on our website or in emails will not be shared with anyone except to comply with the law and to fulfil the customer order as requested.

Certain visitors to Kuditj websites choose to interact with Kuditj in ways that require Kuditj to gather personally-identifying information. The amount and type of information that Kuditj gathers depends on the nature of the interaction. For example, we ask visitors to register if they are putting through an order. They are required to provide a username and email address. Those who engage in transactions with Kuditj – by purchasing external or internal catering services – are asked to provide additional information, including as necessary the personal and financial information required to process those transactions. In each case, Kuditj collects such information only in so far as is necessary or appropriate to fulfil the purpose of the visitor's interaction with Kuditj. Kuditj does not disclose personally-identifying information other than as described above. Visitors can always refuse to supply personally-identifying information, with the caveat that it may prevent them from engaging in certain website-related activities.

Any terms and conditions, privacy policy, refund policy changes are likely to be minor, Kuditj may change these from time to time, and in Kuditj's sole discretion. Kuditj encourages visitors to frequently check this page for any changes to its policies. Your continued use of this site after any changes in the terms and conditions, privacy policy and refund policy will constitute your acceptance of such change.

I/We have read, understood and agree to abide by these Terms & Conditions

Full Name(s) \_\_\_\_\_

Signatures(s) \_\_\_\_\_

Date \_\_\_\_\_

Company or Name of Event \_\_\_\_\_

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**Kuditj Management**

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