



Event (e.g birthday,wedding): \_\_\_\_\_ Date of function : \_\_\_\_\_

Contact Name & Company (if applicable): \_\_\_\_\_

Postal Address: \_\_\_\_\_

Ph: \_\_\_\_\_ Fax: \_\_\_\_\_ Mob: \_\_\_\_\_

e-mail: \_\_\_\_\_

Event address: \_\_\_\_\_

Anticipated guests: \_\_\_\_\_

RSVP Date: \_\_\_\_\_ Guest arrival time: \_\_\_\_\_

Requested time of meal service:

Finger Food \_\_\_\_\_ am/pm Main Meals: \_\_\_\_\_ am/pm Dessert: \_\_\_\_\_ am/pm

## Requested menu items

Dish Selection

Meat Selection

WOK BOX selection 1		
WOK BOX selection 2		
WOK BOX selection 3		
Wok Yum Cha – list selections		
(4 items)		
Wok Sweet		

## Pricing

Product	30 - 49 Guests	50-99 Guests	100+ Guests
Wok Yum Cha	\$10.50	\$9.90	\$9.90
WOK BOX package (3 dishes)	\$24.90	\$21.50	\$19.90
Prawn surcharge	\$2.00	\$2.00	\$2.00
Individual Ice Cream Dessert	\$5.50	\$5.50	\$5.50
Cheesecakes	\$6.00	\$6.00	\$6.00
Steamed Sticky Date Pudding	\$7.50	\$7.50	\$7.50

## Payment Details:

I confirm that I am authorized to make this booking and that I have read and understand the Wok On oriental catering booking terms and conditions. (please refer to following page)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Bookings confirmed on receipt of \$300.00 deposit. Subject to availability.

Deposit payment will be paid by; (please tick)

- Direct Deposit      **Bank:** Bank of QLD **Acc Name:** Wok On Oriental Catering  
**BSB:** 124155 **Acc No:** 20973330 **Reference:** your surname/company
- Cheque      cheques payable to **Wok On Oriental Catering**,  
 post to P.O Box 1047, Carindale, QLD 4152
- B-Pay      upon receipt of completed booking form an invoice will be issued with  
 Biller Code & Reference Number

**Please return via post or fax to: 07 3901 6990**



1. Tentative bookings will be held for no more than seven (7) days.
2. A minimum deposit of \$300.00 confirms your booking and will be deducted from the total final payment required for your function.
3. **Final payment is required forty eight (48) hours prior to your function.**
4. **Final** numbers are requested five (5) working days prior to the function date. This number will represent the minimum number of guests for which you will be charged.
5. All functions require a minimum of thirty (30) guests for WOK BOX menu.
6. WOK YUM CHA menu served only in combination with WOK BOX menu.
7. WOK SWEET menu only served in combination with WOK BOX or WOK YUM CHA menu.
8. Functions held on Public Holidays, Christmas eve and New Years eve will incur a 15% surcharge on the quoted menu prices.
9. It is required that the organiser will conduct the function in an orderly manner in full compliance with all statutory laws.
10. A travel fee applies to events conducted outside the Brisbane area. Further details on travel fees can be provided on request.
11. Delayed service charges – Scheduled service times for meals may be adjusted on the function day at the clients request by up to 30 minutes without charge. Requests to delay the service time by more than 30 minutes will incur a service charge equivalent of \$30 per hour for each staff member on site. This service charge will be accrued in half hour increments.
12. In the case of a cancellation notified more than seven (7) days prior to the function, Wok On Oriental Catering will refund 50% of the deposit. In the case of cancellations notified less than seven (7) days prior to the function, Wok On Oriental Catering will retain the full deposit. Cancellations must be made in writing.
13. Anticipated guest numbers are required at the time of booking. Decreases of greater than 20% from the anticipated guest numbers must be notified fourteen days prior to the event date or a \$5pp surcharge will be incurred. Eg: A client provides an anticipated guest number of 100 and confirms only 75 guests will be attending five days out from the event date. This client would incur a surcharge of \$5 x 25.
14. Wok On reserve the right to charge an additional fee for events that require a difficult set up, such as staircases or delayed service set up's, will be advised during site inspection.