



1. Tentative bookings will be held for no more than seven (7) days.
2. A minimum deposit of \$500.00 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 event.**
4. **Final** numbers are requested five (5) working days prior to the event date. This number will represent the minimum number of guests for which you will be charged.
5. All events require a minimum of fifteen participants.
6. Wok Masters is not available on Public Holidays. Programs delivered on a Sunday will incur a 15% surcharge.
7. It is required that the organiser will conduct the function in an orderly manner in full compliance with all statutory laws.
8. A travel fee applies to events conducted outside the Brisbane area. Further details on travel fees can be provided on request.
9. Delayed service charges – Scheduled service times for events 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.
10. In the case of a cancellation notified more than seven (7) days prior to the event, 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.
11. 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, if applicable this will be advised during site inspection.
12. Parking – to provide our service Wok On requires one designated car parking space for a vehicle. Should parking charges/fees apply to the parking area these fees will be on charged to the client after the event.