

# grub street



## CATERING GUIDELINES

*Please find a few necessary guidelines to assist us in the processing of your function.*

### BOOKING / CONFIRMATION & PAYMENT

Generally a minimum of three days notice is required for ordering purposes. We do suggest pre-booking in advance to avoid the disappointment of 'fully booked' days. This is especially true for the end of year season or peak holiday periods. Your booking will be confirmed upon the receipt of a 30% deposit unless otherwise arranged. Numbers must be confirmed four days prior to the function, regrettable if numbers drop you will be charged for the confirmed amount of people. In case of cancellation less than four days out from the function a 30% fee may apply to cover costs. All catering is to be paid in full by or on the function date unless a prior arrangement has been made with the catering manager.

### PRESENTATION

Food may be presented to you boxed or on platters. Your own platters may also be dropped off prior to your function for plating up by our chefs. Instructions for heating and serving will be supplied where Grub Street service staff will not be present.

### PICK-UP / DELIVERY & RETURN

All catering is to be collected at a pre-arranged time from Grub Street. All boxes, platters, dipping bowls and any other utensils are to be returned to Grub Street the same day or early the next morning. For next day return, prior arrangement must be made with the catering manager. Grub Street will arrange if required, drop off & return pick up with associated pick up charges.

### HIRE EQUIPMENT / STAFFING

Grub Street can arrange linen, crockery and cutlery hire for your function. Breakage or loss of property owned by Grub Street or hired on our clients behalf by Grub Street will be on charged to our client. We can also arrange professional waiting and kitchen staff for your function from \$30 per waiting staff member per hour and kitchen staff from \$36 per hour (a 3 hour minimum charge applies per person). For a full food and drinks service at a cocktail function you will need to hire one waiter for every 20-25 guests. A chef or kitchen staff member will be dependant on menu selected.

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#### **Quantity guideline for canapés**

Morning / Afternoon tea 3 - 5 items

Cocktail hour 4 - 5 items

Cocktails over 2 hours 6 - 8 items

Meal replacement 10 - 15 items

Meal replacement with supper to follow 8 - 10 items

**GRUB STREET FOOD 1/440 SAMFORD RD, GAYTHORNE**  
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