

Ouma's Shack @ Little Eden Honey Farm and Apiary

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Contact number: 0408 672 120



CATERING / WEDDING / VENUE HIRE

Date of function	
Number of Guests	
Time of Ceremony	
Time of Reception	

Ceremony only	<input type="checkbox"/>
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Reception only	<input type="checkbox"/>
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Both	<input type="checkbox"/>
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VENUE HIRE

Location of ceremony on property:	
Location of reception on property:	

Items	Ouma's Shack to supply	Own Hire
Cutlery, Crockery and Glasses		
Tables and chairs		
Table linen and chair covers		
Decorations		
Lights and fog machine		

If Ouma's Shack is to supply and set-up decoration, please give specific details of what you require:

Get quotes for the following services:

Services	Ouma's Shack	Customer
DJ/ Music		
Sound System		

CATERING

We offer a variety of different catering services. Each service is subject to its own prices and requirements for quotation reasons.

1. Buffet Catering Service

Buffet catering service is where all the food is in one area of the venue. Tables of guests take turns walking along the buffet line and serve themselves. Although, additional wait staff may be hired to serve in line at the buffet. Depending on the number of attendees, there may be more than one buffet station located apart from one another in the venue.

2. Plated Catering Service

As the second of the main service styles, plated catering is more formal compared to the buffet. Events that are most suitable for this style are generally semi-formal to formal. Attendees decide on their meal choices ahead of time—an appetizer, an entrée, and a dessert.

3. Family-Style Catering Service

Family-style catering is a compromise between the buffet and plated catering styles! Instead of having complete meals on individual plates, each plate is loaded with just one dish. Waiters bring out large plates of food from the kitchen to the center of each table. Guests around the table can then help themselves.

4. Cocktail Reception Catering Service

Finger foods and small, snack-sized meals are served buffet-style on a table. Guests are invited to socialize as they serve themselves from the table. Hors d'oeuvres are attractive but aren't designed to completely fill stomachs.

5. Butlered Hors D'oeuvres Service

A formal way of serving food. The food options are often bite-sized canapés, like what you would find at a cocktail reception. The difference lies in the service style. Servers walk around the mingling guests with trays of food. Guests then choose the finger foods they want from the trays and serve themselves

On the menu we have the following options. Please choose what you want to add to your event, and we will do a quote accordingly.

Meats	
Double cooked Brisket/Smoked	
Chicken Chops	
Lamb Roast	
Stuffed Pork	
Fish (Barbeque only on property)	
Spit – on its own Lamb or Chicken (Market Price)	
Terms and conditions apply for a spit.	

Starches	
Rice	
Potatoes (Roasted or Mashed)	
Sweet Potatoes (Roasted or Mashed)	
Creamy Pap	
Samp (Corn Rice)	

Vegetables	
Carrot Mash	
Mashed Green Beans	
Cabbage Mash	
Mashed Ginger Biscuit Sweet Potatoes	
Pumpkin Pie	
Honey Glazed Carrots	
Cinnamon Pumpkin	
Turnips	

Salads	
Garden Salad	
Green Bean with Feta	
Pumpkin, Feta & Spinach	
Beetroot, Feta & Rocket	
Watermelon & Feta	
Pickled Beetroot Salad	
Potato Salad	
Rice Salad	
Coleslaw	
Curry Noodle Salad	
Crouton Salad	
Carrot salad with pineapple	
Waldorf Salad	

Desserts	
Peppermint Crisp tart	
Milk tart	
Malva Pudding	
Pavlova and fresh fruit (In season fruit only)	
Cupcakes	
Cake	

If you have any special requirements or dietary requirement and/or requests, please list them here:

6. Self-Catering

Hire of kitchen and equipment for the duration of venue hire. This does not include any wait staff but can be added if required. If you need wait staff, please indicate it other services required for quotation by Ouma's Shack.

7. Camping at Pine Camp at Little Eeden required for guests (Own tents, Campers, Caravans)

If you require the camping sites for your event, we will charge you the full amount for all the sites unless otherwise discussed and agreed up on by management or the owners.

Please note any other services you would like Little Eeden Farm to include in quote:

TERMS AND CONDITIONS

Ouma's Shack @ Little Eeden wants your function to be a success. We know the best way to achieve success is to formulate a strong, honest and open relationship with you, the event organiser. A relationship where communication is clear and expectations from both sides are understood from the beginning.

Services under Ouma's Shack @ Little Eeden services is hired under the terms and conditions set out below and as described in relevant venue documentation. The payment by any person of any fees and charges for such services and venue facilities shall be deemed to be an acknowledgment and acceptance by such person of these conditions.

• Quotation

Once you have discussed your brief, Services under Ouma's Shack @ Little Eeden team will develop a quotation for you based on your individual requirements. It will take between 7 and 10 days to get the quotation to you. This written quotation will remain valid for 30 days from date of issue. In the instance that the event brief alters, we will review and reissue the quotation.

• Prices

While all attempts are made to maintain published prices, they may be subject to change at the discretion of Ouma's Shack @ Little Eeden. If prices differ, the client will be informed before the event date. Prices quoted include GST unless otherwise specified.

- Children 12 years and under will receive a 25% discount off the adult rate. If the child is not eating, then there will be no charge.

- Confirmation of Booking

Ouma's Shack @ Little Eeden considers confirmation of the event upon receipt of these terms and conditions signed and accompanying payment of the requested deposit by the due date specified. Failure to adhere to this procedure may result Ouma's Shack @ Little Eeden being forced to cancel the event.

- Payment Terms

As many costs are incurred prior to the event date, Ouma's Shack @ Little Eeden has the following payment terms:

- A deposit, based on a minimum of 30% of total quotation costs, is required to confirm your event (where venues are booked on your behalf, a larger deposit may be required).
- For Pre-Approved Corporate clients (ABN applicable) full payment of all known costs is payable up to seven (7) days after your event date.
- For private clients, full prepayment of all known costs is payable 10 full working days prior to the event date.
- Payment can be made by direct credit (EFT), company cheque, bank cheque or cash. All credit card transactions will incur a 1.5% surcharge as of 1st March 2017.
- Outstanding accounts may incur a charge of an additional 10% of the total invoice.
- Exceptions to this clause may occur in the instance where a venue cancellation fee applies. Venue cancellation fees will be the responsibility of the client in the instance where Ouma's Shack @ Little Eeden is unable to rebook for the previously agreed date.

- Cancellation

In the instance that you need to cancel your event, the following conditions will apply:

- All cancellations must be made in writing.
- If cancellation occurs more than 60 days prior to the event date, 100% of the deposit will be refunded. If cancellation occurs 21-60 days (inclusive) prior to the event date, 50% of the deposit will be refunded.
- If cancellation is received less than 21 days prior to the event date, the cancellation fee will consist of the total deposit and all non-refundable charges.
- Where circumstances beyond Ouma's Shack @ Little Eeden control prevent Ouma's Shack @ Little Eeden from fulfilling any obligations, Ouma's Shack @ Little Eeden will be released from this agreement without penalty.

- Confirmation of Guest Numbers

To ensure maximum value and efficiency for you, Ouma's Shack @ Little Eeden requires confirmation of final numbers attending your event at least 10 (ten) working days prior to the event date.

- If the confirmed number of guests increases Ouma's Shack @ Little Eeden will endeavour to accommodate any requests at late notice but are unable to give a guarantee.
- Slippage Clause – Ouma's Shack @ Little Eeden reserves the right to requote on revised numbers. Should numbers reduce by 10% of the proposal.

- Staff Charges where applicable

- Should the event brief fall outside our minimum numbers or package costing, a service charge will apply. These charges will be calculated on an individual event basis.
- Events finishing past midnight will incur a service charge, charged per hour or part thereof. If additional staff are requested a charge may apply.
- Surcharges will apply for all events held on public holidays (15%), this surcharge is calculated on the total food and beverage spend.

- Liquor Licence, Responsible Service of Alcohol & Disorderly Conduct

- Ouma's Shack @ Little Eeden has a Responsible Service of Alcohol Policy. It is illegal to serve alcoholic beverages to any person who is intoxicated or who may attempt to drive a vehicle and as such Ouma's Shack @ Little Eeden reserves the right to refuse service to such person and or request the departure from the premises. It is illegal also to serve beverage to any person less than eighteen years of age and Ouma's Shack @ Little Eeden reserve the right to request suitable identification to this end
- We at Ouma's Shack @ Little Eeden will not permit or suffer any riotous, disorderly, offensive or improper conduct. Offenders will be asked to leave the event and may be escorted off the premises by Ouma's Shack @ Little Eeden or member of security personnel.

- Supply of liquor – This licence authorises the licensee to supply liquor for consumption at pre-booked functions only. The function must be held in an area of a premises that is set aside for the exclusive use of persons who have booked the function which is attended only by those persons and their guests. This licence does not allow the supply or consumption of liquor at public events which are attended by the general public.

- Damages

Neither Ouma's Shack @ Little Eeden nor any venue booked on behalf of the client shall be liable for any loss or damage sustained by the client or by any person, firm or corporation supplying any client. The client shall be responsible for the cost of making good any damage or loss caused to any venue booked on behalf of the client and Ouma's Shack @ Little Eeden buildings, furniture, fittings and equipment arising out of and during the client's events.

- With regards to smoke detectors and fire systems in buildings where Ouma's Shack @ Little Eeden is engaged, we recommend that such systems are isolated in areas where we are required to cater and heat foods and accept no responsibility if a smoke detector is triggered due to our normal duties of delivering and managing an event.

- Charges post event

- Ouma's Shack @ Little Eeden prepares a banquet event order for every event that we are involved with, this does not include drop off catering. The event order outlines our arrival times and departure times and if the event runs over time through no fault of Ouma's Shack @ Little Eeden we reserve the right to charge for additional costs that are incurred such as staffing fees. Staff fees are charged in hourly blocks or part thereof.

- Indemnity

- The client uses and occupies any venue booked at their own risk. The client hereby Ouma's Shack @ Little Eeden and agrees to keep Ouma's Shack @ Little Eeden indemnified against all actions, suits, proceedings, claims and demands, costs and expenses whatsoever which may be taken or made against Ouma's Shack @ Little Eeden and/or incurred arising out of injury or damage to any person or property from or during the use of any venue.

- Venue Specific Terms & Conditions

- In instances where Ouma's Shack @ Little Eeden books venues on behalf of the client, the client is also bound by the venue Terms & Conditions *
- Venue Terms and Conditions for the hire of the venue 'Ouma's Shack' are provided in more detail below.

- Extreme Weather & Fire Danger Days

- In the event extreme weather is predicted, the client must make allowances and provision for the welfare of Ouma's Shack @ Little Eeden employees. This may include such things as organising adequate shade and additional staff to allow for extra breaks. For events booked during the November to April period in fire prone areas, the client must provide an alternative venue option on Code Red days, or the event will be cancelled. In the event of cancellation, the standard cancellation fees will apply.

- 'Ouma's Shack @ Little Eeden' Venue Hire Terms & Conditions

- Bond payment

- The Hirer will be required to provide a credit card number to Ouma's Shack @ Little Eeden for a pre-authorisation bond amount of \$500.
- The pre-authorisation amount is held until the conclusion of your booking.
- The credit card supplied will be charged only if there is a need for a bond deduction due to any of the items listed below:

Additional facility hire time

- Repairs to the hired facility/ equipment
- Additional cleaning of premises due to decoration removal
- Security call-out fees

- Damage to property or premises

- Damage is considered as breakages that impair the value, usefulness, or normal function of the venue. A requirement of additional cleaning is also considered under 'damaged' in these terms and conditions.
- For any damage incurred by the hirer or one of their invited guests, the costs of repairs will be deducted from the pre-authorized bond amount.

- Decorations

- Glitter, party-poppers and confetti are NOT permitted.
- The erection of decorations is permitted on the condition that they do not damage or mark any part of the venue.
- Candles may only be used if placed on a table and secured in a glass (or similar) holder.

- Smoking and alcohol

- Smoking is NOT permitted inside the venue.
- 'Ouma's Shack @ Little Eeden' is a licenced venue and as such alcohol is permitted to be consumed on the premises in accordance with relevant Western Australian Liquor Licencing regulations.

- Noise

- The Hirer must ensure all music and noise levels are kept to an acceptable level (including entering and leaving the venue), music must cease at 11.30pm and the venue vacated by midnight.

- Security and safety

- Hirers are responsible for the security and safety of themselves, their guests and the building and grounds during the time of hire. Hirers are also responsible for the behaviour of guests at their event.

Payment of any fees and charges for Ouma's Shack @ Little Eeden services and venue facilities shall be deemed to be an acknowledgment and acceptance of these conditions. A copy of the venue specific Terms & Conditions is available from Ouma's Shack @ Little Eeden on request. By signing this form, you acknowledge and accept the terms & conditions as set out.

I/We _____ agree to the terms and conditions.

Signature customer/s: _____

Name/s in print: _____

Signed Ouma' Shack organiser: _____

Name in print: _____

Date of consultation: _____

Estimated date of Quotation: _____