



Terms and Conditions of a Catering Confirmation:

- This Catering Proposal is valid up till 05 (five) working days (Sat & Sun excluded) prior to Event Date.
- The total catering amount is subject to prevailing GST.
- A Catering Confirmation is required within 05 (five) working days (Sat & Sun excluded) prior to Event Date.
- A Catering Confirmation will be sent once confirmed either via email or fax which requires your endorsement by your signature on all pages of the document and with company chop affixed (for corporate customers) and faxed to Occasions Catering (6299-6212).
- Any changes to the menu and/or attendance numbers must be submitted in writing to Occasions Catering at least 03 (three) working days (Sat & Sun excluded) before the Event Date.
- Occasions Catering reserves the right to substitute ingredients of relatively equal cost should such ingredients not be available, for any reason whatsoever. Customers shall be duly notified.
- Food must be consumed within 02 (two) hours for buffet setup with chaffing dishes and within 01 (one) hour upon delivery of Packed/Bento Box meals.
- Packing of remaining food is not advised (NO take away boxes shall be provided). The freshness (and suitability for consumption) of food packed for later consumption shall NOT be the responsibility of Occasions Catering.
- For Buffet events, the "Menu Price" as reflected includes the following (indicated above) for each function. In the event Customer opts out any of the following, Occasions Catering shall NOT be provided with any deduction to the "Menu Price".
- Cancellation charges as below:
 - 75% of sales will be chargeable with less than 14 (fourteen) days of notice
 - 50% of sales will be chargeable with more than 14 (fourteen) days of notice

