



S ESOP T/A Sameer's Caterers

Tel: +2731 507 2534 +2731 836 4664
Fax: +2786 509 5375 **Email:** sameer@samcat.co.za
Cell: +2783 786 4873 **Website:** www.samcat.co.za
Address: 111 Avonford Crescent, Sunford, Phoenix, 4068

NAME: _____ **Date of Function:** _____ **Tel:** _____

Venue: _____ **Address of Venue:** _____

PRO FORMA INVOICE

ITEMS	QTY	PRICE	ITEMS	QTY	PRICE
Dessert Bowl – Round 75c Square R1			Tea Pots R20		
Bowl Medium – Rice, Dhol, Haleem R2,50			White Trestle Cloths - R10		
Bain Marie – 3 to 6 Division R300			White Round Table cloths – R12		
Chaffing Dish – R75			Velvet Round Table cloths – R15		
Barf – Juice or Cool drinks – R50			Tafita Round Table cloths – R15		
Bread Roll Baskets – R2,50			Embossed Round Table cloths – R30		
Bridal chair – couch R250 / Thrown R500			Tie Backs Organza – R1		
Carpet – Red 10m R200			Tie Backs Velvet – R1,50		
Champagne Glass R1			Urn – R80		
Wine Glass – R1			Underplates – R5		
Cool drink Glass – 75c			Water Jugs – R2,50		
Cups and Saucers – R1			Fairy lights 20m white and gold R50		
Chair Covers – Black, White, Cream R4			Fairy lights Blue, Green, Red, Pink R75		
Chair Covers – Grey, Burgandy, Turq R5			Draping Material 10m R50		
Forks – 75c			3 by 3 stage carpet – R300		
Knives – 75c			Goblet Stand – Silver or Gold – R10		
Ladles – R1			Tripod Stands – R15		
Milk Jugs – R5			Vases – From R15		
Organza Overlays – R7			Crystal Candelabra – R120		
Organza Runners – R15			Crystal Round Ball – R100		
Pickle / Soup Bowl – R1			Side Wall to Wall Draping –		
Plates – Round 75c Square R1			Ceiling Strip Draping with fairy lights		
Side plates – Round 75c Square R1			Chandelier		
Platter Big Oval R2,50			Waiter Services – lay, set, serve		
Platter Small Oval R2			Stage Décor		
Platter Round – R2,50			Tiffany Chairs – Gold or Silver R25		
Round Tables – R25			Tiffany Chairs - Clear		
Sugar Bowls – R5					
Sour Milk Jugs – R4					
Serving Spoons – R1					
Table Spoons – 75c					
Tea Spoons – 75c					
Salad Forks – R5					
Table Napkins White – R1					

Sub Total:
Security Deposit:
Delivery & Washing:
Total:
Deposit Required:

NAME: _____ Signature: _____ Dated: _____

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Indemnity Agreement:

Sameer's Caterers

Address: 37 Paragon Place, Phoenix Industrial Park -4068
Tel: (031) 507 2534 / (031) 836 4664
Cell: (083) 786 4873 Fax: (086) 509 5375
Email: sameer@samcat.co.za Web: www.samcat.co.za

MEMORANDUM OF AGREEMENT BETWEEN SAMEER'S CATERERS AND THE APPLICANT

Indemnity form of Sameer's Caterers, hereafter agreed and referred to as the Contracted Caterers, in addition to any other conditions which may be advised, the Contracted Caterers in all cases accept booking subject to the following conditions:

- Neither the Contracted Caterers, their staff, Sub Contractors or agents shall be liable for any loss, damage or harm is not attributable to the negligence or recklessness Of the caterer, its staff, sub- contractors or agents, or where the cause of such loss, damage or harm could not reasonably have been foreseen or did not exist at the time of concluding this agreement. The caterer shall further not be held responsible should the event be cancelled due to weather, strike, war, or government Interference.
- Personal Belongings:** Client / Customers and their guests shall bear the obligation of ensuring that their personal belongings are kept safe at all times. The contracted caterer, its staff and /or agents shall not be held liable for any theft, loss or damage to client's belongings where such theft, loss or damage is not Attributed to their negligence or recklessness
- No friends, servants, staff or agents of the Contracted Caterers has authority to vary these conditions, and no representative or other employee or agent of the Contracted Caterers is authorized to commit the Contracted Caterers to any liability whatsoever and the Contracted Caterers will not be bound by any statement or representation unless it is in writing and signed by a duly authorized person appointed by the Contracted Caterers.
- The Contracted Caterers appointed by the client/ customer shall at all times be in charge of/ and all matters related thereto, and the participants must abide by their decision.
- Smoking laws** and venue regulations must be adhered to at all times, failing such, Sameer's Caterers accepts no liability or cost upon such breach.
- Due to war and instability which may arise the Contracted Caterers cannot guarantee your safety and can therefore not accept any responsibility whatsoever and cannot be held liable for any damage, injury or death, caused by unrest, war, military actions, hijackings, bombs explosions and acts of terror in any way. Your safety is important to the Contracted Caterers and therefore the Contracted Caterers reserves the right to change or cancel any booking should they believe that the activity might endanger and /or be a possible threat to the attendee's life.
- Food Preparation:** Sameer's Caterers shall prepare and deliver the agreed upon menu attached to this Contract to the location and on the date and time set out on the Face of this Contract.
- Deposit:** Customer agrees to pay a deposit amount upon execution of this Contract, to Reserve Sameer's Caterers services for the above date. The deposit amount paid will be applied to the total contract price. Should the event be cancelled before services are rendered then the caterer shall be entitled to retain any deposit paid as Cancellation penalty.
- Payment:** The contract price must be paid in full no later than 14 DAYS prior to the event date. Payment may be made by cash or cashier's check to Sameer's Caterers stating name and function date. Customer acknowledges that the date and the deposit will be forfeited in the event that the final payment is not made at least 7 DAYS prior to the event date. No cheque payments are accepted 7 Days prior to the function date.
- Number of Guest:** Customer agrees to confirm the final guest count ("Guaranteed Number") at least 7 full working days prior to the event, if the actual number of guest attending the event is less than the Guaranteed Number, Customer will still be charged for the Guaranteed Number. If the actual number of guest is more than 10 People higher than the Guaranteed Number, customer will be charged at Sameer's Caterers established rate stipulated on this contract per person for each guest over and above the Guaranteed Number.
- Staff Provided by Sameer's Caterers:** will be provided and will be in attendance from 3 hours earlier of guest arrival time until 3 hours after feeding time. If any of Sameer's Caterers employees are required outside of those hours, Customer will be charged an additional R100, 00 per hour (or a portion thereof) per Employee. By under no circumstances will Sameer's Caterers employees re-wash any utensil (plates, tumblers, spoons) further than the actual number of guest stipulated on this contract. Should Alcohol be served at the function customer is required to provide or advise Sameer's Caterers in getting separate Tumblers. No non Halaal items can be consumed on our Cutlery and Crockery.
- Substituted Items:** Sameer's Caterers reserves the right to substitute items (including but not limit to the food and flowers) that become unavailable in the market or that exceeds reasonable market prices. Sameer's Caterers will make best efforts to notify the client of such substitution if time allows.
- No candles are to be lit on linen provided by Sameer's Caterers, Failure to comply the customer will Liable for all cost in damages involved.
- Shortages of tables and chairs:** Should the venue have any shortages of Tables (Round or Trestle) and Chairs (Tuffy, High back, steel) the customer is liable for all cost in the hiring, unless stipulated in the contract whereby Sameer's Caterers are responsible in the hiring of items.
- Security Deposits:** will be refunded at the end of the month of the function date. All breakages and damages cost will be deducted should the need be.
- Sweeping and Cleaning:** Sameer's Caterers will only sweep the venue, however precautions will be taken place to ensure the table's and chairs are kept back in their respective places.
- Remainder of Meals:** Clients / Customers are requested to arrange containers / Pots to take away the remainder of the meals after the function. No distribution will be done to friends and families by Sameer's Caterers, should your guest wish to take meals away kindly make prior arrangements with Sameer. **Under no circumstances will Sameer's Caterers Pots be taken away after the function.**
- Booking of additional services:** Please take note that Filming and Photography, Sound, Stage Décor form part of additional services offered by Sameer's Caterers and will be at additiona agreed costs. Should the customer book any such additional services for the day of their function we will require at least 6 month's notice of the customers intention to cancel any of the additional services, failing which Sameers Caterers shall reserve the right to levy a reasonable cancellation penalty. Should the function be postponed, prior arrangements can be made for re-booking.
- Postponed / Change of Dates:** In the Event that the customer changes the function date once confirmed, the customer shall be obliged to pay the prevailing rates As at the new date. In the event of cancellation Sameer's Caterers shall retain the right to levy a reasonable cancellation penalty depending on the period of notice given for cancellation.
- Addition Setups:** We at Sameer's Caterers are not liable for any addition setups ie. Stage Décor platforms, lighting at venue, Carpets, Air-conditioning are all additional hiring costs.
- The Customer hereby specifically agrees that all future communication and instruction to the caterer shall be done in writing by way of email or fax and further acknowledges that the caterer shall only accept instruction and communication with the customer who signed this contract.
- Morning Functions:** Please take note that the caterer shall require access to the venue for a minimum of 5 hours the day before the function, any costs incurred in securing access to the venue shall be for the customer's account.
- We assure our clients of our best endeavours at all times and would also like to assure our clients that in the unlikely event of the proprietor of Sameer's Caterers or their cooking staff passing away or falling ill before the client's function, services will still be rendered in accordance with the agreement and if Sameer's Caterers is unable to provide services, we will enlist the services of reliable established colleagues in the industry to provide the services in our absence.

I _____ hereby accept the terms and conditions applicable and I declare that I have read, understood and I accept the above Indemnity Agreement in full.

Sign: _____ Identity Number: _____ Date of Function: _____

Witness / Fiancé: _____ Sign: _____ Date Signed: _____

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Breakage Costings

Sameer's Caterers
 Address: 37 Paragon Place, Phoenix Industrial Park -4068
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Item / Description	Cost	Item / Description	Cost
Bowl Dessert	R25	Sugar / Coffee Bowls	R20
Bowl Medium	R40	Sour Milk Jug	R15
Bain Marie	Element R500 Damaged R4000	Spoon Serving	R10
Bain Marie Small / Chaffing Dish	Inserts R250 damaged R500	Spoon Table	R5
Barf – Cool Drinks / Juice	R100	Spoon Tea	R5
Bread Roll Baskets	R10	Spoon Dek	R100
Bridal Chairs	R1000	Salad Forks	R30
Bridal Stool	R500	Table Cloth	R100
Bucket Dholl	R50	Table Cloth Round	R200
Carpet Red 20m	R2500	Color Black, Cerise, Bronze, Cream	R250
Carpet Red 10m	R1100	Tea Pots	R100
Candle Stands	R50 Goblets break R12,50	Trestle	R800
Champagne Glass	R12,50	Tie Backs	R10
Wine Glass	R12,50	Tie Backs Velvet	R20
Cold Drink Glass	R5	Urn	Element R500 Damaged R1000
Cup and Saucer	Cups R12,50 Saucer R12,50	Vase	R50
Chair Covers white	R40	Water Jugs	R20
Chair Covers Black / Cream	R50	<u>Terms and Conditions:</u> <u>Hire and Breakage Conditions:</u> 1. All items must be handed back to Sameer's Caterers Staff on the day of the function upon packing up. 2. In the Event were Alcohol is being served under no circumstances will glasses be left behind with guests after packing up. 3. Should the breakage cost exceed the Security amount, client agrees to pay or sort the items out in full. 4. All rights reserved by Sameer's Caterers. Initials: _____	
Chairs	R70		
Dek and Stand	R2500		
Dek Copper and Stand	R4000		
Fork	R7,50		
Flower Stand	R100		
Knives	R7,50		
Ladles	R10		
Overlays – All Colors	R50		
Pickle / Finger Bowl	R20		
Plate Dinner	R25		
Plate Side	R20		
Plate Soup	R25		
Platter Oval	R30		
Platter Soojie	R25		
Platter Round	R30		
Round Table	Tables R400 stand R150		

I _____ is responsible for all breakages that are made by guests for all equipment / utensils/ cutlery and crockery/ linen that belongs to Sameer's Caterers and confirm that should any equipment / utensils / cutlery and crockery/ linen cost exceed the Security Deposit I shall solely stand / be responsible in either replacing the same item or paying for its full cost by no later than 5 working days. I hereby accept the Terms and Conditions laid out by Sameer's Caterers and will adhere to all conditions stipulated in this contract.

Signature: _____

Date of Function: _____

Date Signed: _____

Identity Number: _____

Address: _____