

ESTD. 2024

# HILL ROAD

CATERING

## Event Information

Welcome to Hill Road Catering! We're delighted to be a part of your special occasion. To ensure your event runs smoothly and meets your expectations, please take a moment to review the following information.

### DESIGN YOUR MENU

Once your preferred menu format is confirmed, we're happy to collaborate with you to refine specific dishes and flavour profiles to suit your event. We will re-confirm your final menu closer to the date.

Please note that due to seasonal changes or supplier availability, some ingredients may change.

### DEPOSIT & PAYMENTS

To secure your booking and confirm your event date, a non-refundable deposit of 20% is required. Please be aware that all quotes are subject to change due to fluctuations in food pricing and product availability.

Final payment is due 14 days prior to the event. Any changes to staffing hours during the event, including last-minute adjustments, will be invoiced and payable in the week following.

If you have any questions at any stage, we're here to help - our goal is to make planning your event easy, enjoyable, and stress-free.

### ALLERGENS & DIETARY REQUIREMENTS

Please advise us of any dietary requirements or food allergies well in advance of your event. While we do our best to accommodate all needs, we cannot guarantee a completely allergen-free environment.

Due to the shared use of kitchen equipment, we are unable to guarantee coeliac-safe dishes. However, we do cater to allergens and dietary requirements upon request.

### CLEANING - OFFSITE CATERING

For offsite catering, our team will thoroughly clean all kitchen equipment and work areas, leaving the space as we found it. Please note that we do not remove rubbish, recycling, or bottles that are not directly related to our service.

### STAFFING COSTS - OFFSITE CATERING

- Chefs: \$50 per hour
- Waitstaff: \$35 per hour

Chefs generally arrive 1.5 hours prior to service, with waitstaff arriving 30 minutes before service begins. After service, approximately one hour is needed for pack-down and cleaning. All travel time and cleaning are included in the total staffing hours.

If you do not have an event or wedding planner, we kindly ask that you nominate a dedicated point of contact to be available throughout the duration of the event.

### HIRED EQUIPMENT - OFFSITE CATERING

This will depend on the venue, whether there are kitchen facilities onsite, and your menu choice. If extra equipment is needed—such as a catering tent, trestle tables, or chiller access—we'll let you know once your menu is confirmed.

Access to electricity and clean running water is required for all events. We may ask for photos of the kitchen or prep area in advance, or arrange a site visit when possible to assess the space and identify any additional needs.

Please ensure all hired equipment is set up and tested before our chefs arrive onsite.

### SERVEWARE - OFFSITE CATERING

Hill Road Catering will provide platters along with eco-friendly disposable bowls, napkins, and cutlery for canapés and finger food.

Crockery and cutlery must be supplied by the venue, host, or a hire company (which I can recommend), and should be onsite and ready for service. Our team will rinse and pack any used crockery/cutlery back into crates for you to return.

Depending on the size of your group, platters for shared dining at the table may need to be hired separately. We're happy to collaborate with your chosen event stylist and incorporate their bespoke table settings.