

PO Box 6329, Auckland  
Phone: 09 923 2289  
[www.flametreekitchen.co.nz](http://www.flametreekitchen.co.nz)



Amily Cloughton  
Event Coordinator  
Campus Life  
University of Auckland

## **Catering Service Proposal**

Dear Amily,

Thank you for your recent catering enquiry to Flame Tree. Please find enclosed our Service Proposal for your event VR Tech Expo.

Our proposal is based on a menu selection you provided us and includes a full cost estimate.

After reviewing our proposal, please let us know if you wish to proceed or advise of any queries, suggestions or further enhancements.

We are very much looking forward to working with you and hope to hear from you soon.

Kind Regards,

**Amily Cloughton**

Extn: 89225

[amily.cloughton@auckland.ac.nz](mailto:amily.cloughton@auckland.ac.nz)

Ref: ODR-06316

### EVENT DETAILS

Event Name	VR Tech Expo		Ref	ODR-06316
Type	Club event	Contact Name	Amily Claughton	
		Contact Phone	027 807 9929	
Date	13/10/2023			
Location	Level 1 Common area, Building 301			
Guests				

<b>Approx. Delivery Time</b>	
<b>Start Time</b>	
<b>Finish Time</b>	

### MENU

Menu Item	Note	Service time	Quantity	Cost
Golden kumara frittata with ricotta, roast peppers and basil (V, GF)		17:00	45	\$ 281.00
Lemon and raspberry lamingtons with vanilla cream		17:00	45	\$ 281.00
Rice paper roll selection		17:00	45	\$ 204.00
Mezze plate		17:00	45	\$ 173.50
Garden (V)		17:00	45	\$ 184.00



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**Total**

**\$1,123.50**



## SPECIAL INSTRUCTIONS

Dietary Requirements	
Gluten Free	0
Vegetarian	0

Notes and Delivery Instructions

## **OUR TERMS**

### **DIETARY REQUIREMENTS**

Where possible all notified dietary requirements will be accommodated provided notice is given at least 10 days prior to the event.

### **FINAL NUMBER CONFIRMATIONS**

Confirmation of final numbers must be provided at least 10 days prior to the event. Any decreases in numbers of guests after this time may result in the original confirmed number being charged.

### **CANCELLATION**

Cancellation of the catering within 7 days of the event will incur a 50% charge. Cancellation within 48 hours of the event will incur a 100% charge.

### **PRICING**

Prices and menu content are subject to change due to market or seasonal availability. All prices exclude GST.

### **ADDITIONAL CHARGES**

Additional charges may apply if:

- the catering collection point differs from the delivery instructions
- multiple trips are required to collect equipment after the function has finished
- serviced functions require staff to stay longer than the time originally scheduled
- any equipment is broken or lost

### **BUFFETS**

In some cases, there may be excess food however, due to food safety hygiene, this food will be removed at the end of service and will not be available for guests to take home.