



# Cafelife Catering Order Form

Please read the below information about catering with Cafelife☺

## Placing an Order

Cafelife requires **7 days notice** prior to the day of the catering to make the necessary arrangements. We also require all catering details, including the final number of guests to be finalised at least **3 days** before the catering. If no notification is made leading up to the last 3 days before the catering event, you will be charged for the original number of guests according to the most recent correspondence.

## Catering Times

Please note that Cafelife allocates a specific timeframe during the day for catering. This timeframe is from 11am to 4pm Monday-Sunday. Any catering requests outside of these hours will require admin approval.

## Leisure Centre Entry

Please note our café is separate to the leisure centre and we only organise the catering side of parties/gatherings. Any arrangements about leisure centre/ pool entry need to be discussed and organised with the leisure centre admin.

## Drinks

Drinks are not included in our catering packages. However, drinks can be pre-ordered from our café menu or purchased on the day of your catering as an additional extra.

## Dietary Requirements

If there are any special dietary or allergy requirements, please inform us and we will make the necessary adjustments.

## Deposit

Cafelife requires a \$50.00 deposit per catering following booking confirmation. The deposit can be paid either in-store or directly to our account with the following bank details:

**Name: HISP**

**BSB: 066 160**

**Account Number: 10922530**

Please ensure you send payment confirmation to admin so they can make a note of your payment. The remainder of the payment is required to be paid in full on the day of the party.

## Cancellation


If for any reason the catering needs to be cancelled, please inform Cafelife at least 5-days prior to the intended date of the party and the deposit is fully recoverable.

Please direct all enquiries to: [thediningroom@hispwa.com.au](mailto:thediningroom@hispwa.com.au)

## Catering Packages

*Please select a catering package.*

*Please note each package is catered for a minimum of 10 people.*

Package Number	Package Name	Items	Price
1	Kids Option 1	Cocktail Sausage Rolls Mini Hotdogs Chicken Nuggets Mixed Sandwich Selection	\$9.95 per person
2	Kids Option 2	Mini Beef Party Pies Mini Beef Cheeseburgers Ham and Pineapple Pizzas Mixed Sandwich Selection	\$10.95 per person
3	Healthy Option 	Miniature Vegetable Quiches Selection of Pinwheel Wraps Carrot & Celery Sticks with Hummus Dip	\$12.95 per person
4	Ultimate	Mixed Sandwich Selection Cakes Scones (Served with Jam, Cream & Butter) Muesli Slice	\$12.95 per person
5	Savoury	Mixed Sandwich Selection Rustic, Home-made Sausage Rolls Miniature quiches	\$10.95 per person
6	Sweet	Cakes Scones (Served with Jam, Cream & Butter) Muesli Slice	\$7.50 per person
Additional Extras			
Item			Price
Chips (Small)			\$4.50pp
Jelly Cups			\$3.00pp
Pop Top (Orange, Apple, Blackcurrant)			\$2.80pp
Ice-creams (scoop and/or pre-packaged)			Ask at counter
<i>Please note all café menu items are available and can be purchased on the day of your catering.</i>			

<b>Catering Order Form</b> <i>(Please fill out the following)</i>		
<b>Personal Details</b>		
Name:		
Phone number:		
Email address:		
Location of party:		
Date of party:		
Time (food to be ready/served):		
Number of guests:		
<b>Catering Package Selection</b> <i>(Please circle your desired package)</i>		
Package 1	Yes	No
Package 2	Yes	No
Package 3	Yes	No
Package 4	Yes	No
Package 5	Yes	No
Package 6	Yes	No
<b>Additional Extras</b> <i>(please select any extras)</i>		
Item	Quantity required	Total Price
Chips		
Jelly Cups		
Pop top		
Ice-cream	<i>If applicable, prices will be determined &amp; added to the total cost on the day</i>	
<b>Total Cost:</b>		
<b>Office Use Only</b>		
Deposit (\$50)		
Date Paid:	<i>Please Attach Receipt</i>	
Staff Signature: _____		
Remaining Amount (Total cost – deposit) to be paid on day	<i>Please Attach Receipt</i>	
Staff Signature: _____		