

TERMS AND CONDITIONS

1. Event is confirmed only after the deposit and advance are made and menu selection is done. Please refer to Event Order for customised details
 - a. regarding your event.
2. All above rates are subject to 5% Incidental Charges only (no GST) . Rates are subject to change without notice.
3. Service staff, at \$80per Server \$120per Barman (for 4hours only). Additional charges: Server \$20 + per hour per staff.
4.
 - i. Limited parking available. (Valet can be provided & additional charges applicable.
 - ii. Parking is at your own risk.
 - iii. The management bears no responsibility for any damages to cars parked on the premises.
5. Event host is to ensure that the booking timings are strictly followed. Grace period of 30mins will be given for set up & 30mins for tear down. Anything above 30mins will b charged as per hour extension rate.
6. The Management holds no responsibility or liability for safety of children playing in the car park of the venue.
7. Customer is advised to inform their guests to take care of their belongings. The Colonial @ Scotts is not liable for any loss or damages to customers' equipment / belongings left behind, all equipment must be cleared after the event on the same day.
In case of excessive littering and rubbish found on the premises \$150 will be added to main bill as extraordinary cleaning charges.
8. Customer takes full responsibility for conduct of all persons in attendance at the event and will be responsible for any loss/damages incurred during event by his/her guests.
9. No physical or verbal abuse to our staff will be tolerated and will be informed to the concerned authorities immediately.
10. The customer must speak to the Manager in event of any dispute to settle matters amicably with minimal disruption to event.
11. The Management reserves the right to amend the policies, terms and conditions without prior notice.
12. Only Standing decorations and table top decorations allowed, no sticking of tape, pins etc on the walls as there could be damages liable to charge.
13. A 10% of total nett event amount for any cancellation / change of date charges apply.
14. In case of unforeseen circumstances our maximum liability is limited to \$100 only.

PAYMENT TERMS

1. A \$200 security deposit and 50% advance payment of the total bill is required minimum 7 days prior to the date of the event to confirm the reservation.
2. The \$200 security deposit is to be paid by CASH /CHEQUE ONLY. For Wedding / private events the security deposit varies depending on the number of guest (\$300-\$500)
3. This is refundable within 2 weeks after the event provided there are no damages done within the Colonial premises. Client has to call the Colonial @ Scotts and make an appointment for collection of cheque/cash.
4. \$500 Surcharge applicable for Outside Catering Services (food), while \$450 for beverage surcharge. No Equipment from us. All food and drink Garbage to be cleared by clients caterer or clients bar team.
5. Full payment has to be made minimum 1 week prior to the date of event.
6. Mode of payment: Cheque**, Cash or Credit cards. (Master or Visa Cards only. No Amex cards will be accepted)
7. ALL Payments by Cash or Credit Card has to be made prior to the start of the event or event and service will not commence.
8. The Management reserves the right to cancel the event with NO REFUND IF FULL PAYMENT is not made prior to the event date.
9. Payment for extras if any is to be paid at the end of the event by Cash or Credit Card (Master or Visa).
10. Cancellation of event less than 2 months prior to event is liable for no refund of any advances or deposits paid
11. Cancellation of event 2 months before the event (Wedding) 1 month before the event (Private/ Corporate) will be subjected to 10% of amount paid or 250\$ whichever is higher.
12. In case of any damages to the venue, arising due to the function; the deposit of \$200 or a part of it will be forfeited.
13. All extras will be charged as per consumption at Ala Carte rates or unless specified.
14. Changes to the event communicated less than 5 DAYS before the event maybe liable for additional charges.
15. Final billing for per person charges will be according to signed quotation even if turnout is less than expected.

CATERING TERMS

BUFFET COMES WITH

1. Buffet table set with tablecloth, skirting, chafing dishes & warmers
2. **Full sets of DISPOSABLE DINING WARES AND SERVIETTES**
3. Drink dispensers and garbage bags
4. Customers are advised to place their orders based on the exact number of guests they are inviting.
5. However, some guests may consume more than the food portion catered for them. Therefore customers are advised to order an extra 10% to act as a buffer.
6. Optional Additional \$3.50++ for complete set of Melamine plate, paper napkin, Stainless Cutlery