

Where applicable, all items will be presented on crockery, and will be collected post function. Additional table top equipment can be sourced on request for an additional charge.

Equipment

Lunch plate

Knife and fork

Linen napkins

Chair covers including fitting and removal

Black banquet chairs

Buffet linen

Bar linen

Guest tablecloths

Trestle table 1.8m

Table 1.8m round



University of Auckland's preferred caterer

Orders

Due to the made-to-order nature of our catering, we require one complete working day in order to fulfil your menu.

E.g. an order for Wednesday must be confirmed by close-of-business Monday.

E.g. an order for Monday must be confirmed by close-of-business the previous Thursday.

Orders received within less than one working day will be referred to our express menu.

Orders should be contained within one menu set per service. Please do not select from a range of menus for a single delivery.

The recommended item minimum should be followed to ensure sufficient catering is supplied.

A PO is not required for UOA departments when ordering with Flame Tree.

Delivery charges

No delivery charges shall be implemented when ordering from Flame Tree, however, additional charges may apply if the catering collection point differs from the delivery instruction, if multiple trips are required to collect equipment or if equipment is missing or broken.

Beverage service fee

A function where alcohol is being served will incur additional charges as follows. These charges include a licensed bar manager, bar service staff, bar equipment, glassware, bar linen, bar setup and pack down.

Up to 50 guests: \$9 per guest

Up to 100 guests: \$7 per guest

More than 101 guests: \$5 per guest

All beverages are charged on consumption (see beverage page in this menu book).

Some serviced functions will require additional staff to be engaged as required for a minimum of four hours' commitment. Costs indicated are per staff member, per hour and include time engaged during setup, function duration and pack out.

Professional chef - \$38 per hour

Front of house staff - \$35 per hour

Licensed beverage manager - \$38 per hour

Please note, a licensed beverage manager is required when alcohol is supplied to public or function guests.

Buffets

Buffet meals are always prepared and served in volumes that ensure ample food is available for the confirmed guest number.

Additional guests dining from the buffet will be charged for. In some cases, there will be excess food however, due to Health and Safety reasons, this excess food will be removed at the end of service and will not be available for guests to take home.

In addition, any buffet food service will be available to the guests for a maximum of one hour to ensure all Health and Safety regulations are adhered to.

Plated dinner

If not serviceable from a University Flame Tree kitchen, cost recovery on equipment and staff may be required.

Public holidays

A 15 percent surcharge on all food ordered and beverage consumed will apply on New Zealand recognised public holidays.

Cancellation

Cancellation of the catering within seven days of the function/event will incur a 50 percent charge of the arrangements to date.

Cancellation within 48 hours of the function/event will incur a 100 percent charge of the arrangements to date including ordered, prepared food and rostered staff.