

## We aim to make your function an outstanding success

- To ensure your function runs smoothly, we enclose this planning checklist for your information.
- Please check that the following facilities will be available and call us if you foresee any problems.

		✓
Parking	We will require car parking space (for a van or car & trailer) as close as possible to the serving area.	
Access	If stairs, parked cars, or other access hazards, are to be encountered when entering and/or leaving the premises, please advise our office to discuss arrangements.  This is an important safety issue that can be easily resolved.	
Power	240V power is required for our rotisserie spit motors.  We also need it for urns or deep fryers if tea & coffee or finger food is to be served.	
Water	We need access to <u>fresh</u> water to prepare your meal. Access to a kitchen is a bonus even if it is only to cook potatoes and gravy.	
Shelter from: <ul style="list-style-type: none"> <li>Rain</li> <li>Wind</li> <li>Sun</li> </ul>	Our staff will need a sheltered, ventilated and well lit area of approx 9 square meters to prepare and serve your food. This area also needs to be sheltered <u>from wind</u> as meats may not cook in time if the spit is in a windy spot.  Also, even for the comfort of your guests, it is always a good idea to have a backup plan and/or venue.	
Final details	Final guest numbers & menu selections are required 7 days prior to your event. Please call our office.	
<p><b>Note:</b> In accordance with our Safety Policies, Catering2U staff will politely decline offers of <u>alcoholic beverages during &amp; after</u> our catered functions but we would prefer offers not to be made.</p>		

If you believe a site inspection is required, please call us as soon as possible so we can determine a mutually convenient date & time.