



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 **5 days** before the catering. If no notification is made leading up to the last 5 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 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.

Contact

Office Opening hours: Monday -Friday between 8am-4pm

Please direct all enquiries to: 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 Fairy Bread	\$16.95 per person
2	Kids Option 2	Mini Beef Party Pies Mini Beef Cheeseburgers Ham and Pineapple Pizzas Fairy Bread	\$17.95 per person
3	Healthy Option 	Miniature Vegetable Quiches Selection of Pinwheel Wraps Carrot & Celery Sticks with Hummus Dip	\$19.95 per person
4	Ultimate	Mixed Sandwich Selection Cakes Scones (Served with Jam, Cream & Butter) Muesli Slice	\$19.95 per person
5	Savoury	Mixed Sandwich Selection Rustic, Home-made Sausage Rolls Miniature quiches	\$18.95 per person
6	Sweet	Cakes Scones (Served with Jam, Cream & Butter) Muesli Slice	\$14.95 per person
Additional Extras			
Item			Price
Chips (Small)			\$5.50pp
Jelly Cups			\$3.00pp
Juice Box (Orange, Apple, Blackcurrant)			\$3.00pp
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>			

Catering Order Form <i>(Please fill out the following)</i>		
Personal Details		
Name:		
Phone number:		
Email address:		
Location of party:		
Date of party:		
Time slot of party:		
Time (food to be ready/served):		
Number of guests:		
Catering Package Selection <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
Additional Extras <i>(please select any extras)</i>		
Item	Quantity required	Total Price
Chips		
Jelly Cups		
Juice Box		
Ice-cream	<i>If applicable, prices will be determined & added to the total cost on the day</i>	
Total Cost:		
Office Use Only		
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: _____		

Catering Packages- Kitchen Copy

Package 1	Food Item	Quantity (based per person)
Package 1 (\$16.95pp)	Cocktail Sausage Rolls	2
	Mini Hotdogs	1
	Chicken Nuggets	3
	Fairy Bread	1 round
Package 2 (\$17.95pp)	Mini Beef Party Pies	2
	Mini Beef Cheeseburgers	1
	Ham & Pineapple Pizza	2 pieces
	Fairy Bread	1 round
Package 3 (\$19.95pp)	Miniature Veggie Quiches	4
	Pinwheel Wraps	4
	Carrot & Celery Stick with Hummus Dip	4 of each
Package 4 (\$19.95pp)	Fresh Sandwiches	1 & ½ rounds
	Cakes	2 pieces
	Scones (Served with butter, jam & cream)	½
	Muesli Slice	½
Package 5 (\$18.95pp)	Fresh Sandwiches	1 & ½
	Homemade Sausage Rolls	2 pieces
	Quiches	4
Package 6 (\$14.95pp)	Cakes	3 pieces
	Scones (served with butter, jam & cream)	1
	Muesli Slice	½