

## Terms and Conditions

### 1. Deposit & Confirmation

- the confirmation document must be signed at least 7 days before the event in order for us to proceed
- clients must check and sign the confirmation and equipment list making sure all details are correct
- the signed documents with the 50% deposit must be paid at least 7 days to confirm an event
- all bookings and instructions from the Client must be confirmed in writing, Gingers can accept no responsibility for any misunderstandings arising through orders or instructions received verbally

### 2. Payment

- payment methods as follows:
  - cheque, payable to "Gingers Ltd"
  - bank transfer HSBC (004) account no. 808-198196-838
  - paypal, (please advise to receive the paypal QR code by email)
  - FPS: gingers@gingers.com.hk
  - Cash
  - TT Payment
 

Bank Name	:	HSBC
Bank Address	:	1 Queen's Road Central, Central, Hong Kong
SWIFT	:	HSBCHKHHHKH
A/C Name	:	Gingers Ltd
Bank Code	:	004
A/C No	:	808-198196-838
Bank charge	:	HK\$150 per transaction

Please be reminded that the client is liable for any bank charges incurred from the TT payments. The bank charge for HK receivable account is HK\$150 and there will also be a charge from the overseas bank.

- all payment must be settled within 7 days from the invoice or 5% interest penalty will be levied on every subsequent month

### 3. Cancellation charges

- For parties **under HK\$50K**
  - 14 days or before the full deposit will be refunded
  - 7 days before the event, 50% of the confirmed full amount will be held and can be used towards your next event.
  - 3 days (72 hours) before the event, 50% of the confirmed full amount will be forfeited
  - 24 hours notice will incur a 100% payment of the invoice
- For parties **over HK\$50K**
  - upon confirmation the deposit paid will be forfeited
  - 7 days before the event, 100% of the confirmed full amount will be charged

### 4. Staff Charges

- Only available for Gingers catering.
- We suggest waiting staff to begin working one hour before a party (depending on the set up required)

	HK/KLN	NT (min. 4 hours)	Overtime	OT after midnight
Staffing	(min. 4 hours)	(includes one hour transportation)	(per hour)	(per hour)
Chef	included	included	HK\$330	HK\$380
Commis Chef	HK\$760	HK\$950	HK\$190	HK\$240
F&B Manager	HK\$860	HK\$1,075	HK\$215	HK\$265
Waiter	HK\$660	HK\$825	HK\$165	HK\$215

For all parties with 4 or more wait staff, a F&B Manager will be required, i.e. 1 F&B Manager + 3 waiters  
 Staff for Junk parties – an additional HK\$400 will be charged for each staff member for boat insurance.

Note: - If you require your staff to start before 7am or finish at or after midnight, an additional transportation fee is required per person.

The charges are as follows:

HK Island & Kowloon	HK\$60 per person
Repulse Bay, Stanley, Chung Hom Kok, Tai Tam & Shek O	HK\$85 per person
New Territories (includes Clearwater Bay & Sai Kung)	HK\$110 per person

Holidays & Special Day Surcharge for staff, please refer to our website : [www.gingers.com.hk](http://www.gingers.com.hk)

**5. Additional Delivery charges for early/late delivery/pick up:-**

	<u>Per Van</u>
8 pm to 8am	HK\$300

**6. Additional Delivery charges (actual charges to be confirmed)**

Additional charges may be incurred upon completion of the event which will be reflected on the final invoice. These may include stair fees, parking fees, and rubbish removal.

**7. Loss or Damage Equipment**

- All equipment supplied or hired by Gingers shall at all times be exclusively at the risk of the client during any period when the equipment is at the venue.
- the client shall make good to the company all loss or damage to Gingers. If a waiter is not present, the equipment must be packed and ready to pick up by our delivery company, otherwise an additional charge will be applied. Any equipment breakage will be charged accordingly

**8. Black Rain & Typhoon**

- The event may be rescheduled to the next available day within 5 days of the original event at no extra charge, subject to availability.
- If the event is cancelled, a minimum of 50% of the invoice amount and an additional \$500 per server and/or chef will be forfeited if cancellation is made within 48 hours.
- Depending on the notice given and the preparations that have already taken place by the Gingers team, up to 100% of the invoice may be charged to the client.