



QUOTATION

To : Gingers Ltd
 Attn : Gingers Ltd. [M:9160 441 O:2964 9160]
 Email : gingers@gingers.com.hk
 Address : A1 Lower Ground, Hing Wah Mansions, 2 Oaklands Path, Mid-levels, Hong Kong
 Venue : Hong Kong Island

Date : 24 September 2019

Dear Gingers Ltd.

Please see the quote for your Simple Cocktail Party as below:

Event Date : 01 November 2019 Friday
 Event Time : 6:00pm - 8:00pm
 Run Down : Simple Cocktail Party - 2-hour Corporate Event (HK Island)
 No of Attendee : approx 40 persons

Total HK\$

Food

Simple Cocktail Party (no chef)

HK\$198 per person minimum for 20 persons

5,346.00

Food for 27 persons, total 324 canapes

Cold Canapés - Suggested Menu

Little Wrap of Hummus, Spiced Roasted Eggplant & Rocket (v)

Marinated Salmon on Sesame Sushi

Mini Prawn & Chorizo Kebab with Gremolata

Hot Canape(s)

Little Chilli Beef Pie with Creamy Guacamole

Little Potato & Pea Samosa with Cucumber Raita (v)

Pork Chilli & Garlic Sausage Rolls brushed with Dried Chilli & Pepper - Dijon Mustard

approx. 8 canapés per person

Total Food 5,346.00

Drinks

40 x House wine, beer & soft drinks package @ HK\$155.00 (approx 160 drinks)

6,200.00

(a selection of house white & red wine, beer, sparkling & still water, UHT OJ, coke, diet coke, 7-up)

Total Drinks 6,200.00

Staff

3 Waiters 5:00pm - 9:00pm

(4 hours)

1,980.00

(in white shirt with black tie & black apron)

Total Staff 1,980.00

Equipment

Please see the following list for details. We will provide serving platters and cocktail napkins free of charge.

Total Equipment 1,160.00

Transportation

Delivery & Pick-up Charge (01 Nov, 5:00pm)

720.00

Total Transportation 720.00

Grand Total 15,406.00

All prices will be subjected to final confirmation.

Terms & Conditions - Please see below

Regards

Gingers





Thank you for choosing Gingers catering, we look forward to your reply.





EQUIPMENT ORDER FORM

To : Gingers Ltd
 Attn : Gingers Ltd. [M:9160 441 O:2964 9160]
 Venue : Hong Kong Island
 Event Date : 1 November 2019, Friday
 Event Time : 6:00pm - 8:00pm
 Collection Date : 2 November 2019, Saturday (10:00am)

Equipment item	Unit	Rental Unit HK\$	Total Rental HK\$	Remarks	Charge for each missing/damaged
Delivery date:1 Nov 2019, Fri (5:00pm)					
Glassware					
Wine 酒杯	40	10.00	400.00		35.00
Tumbler 水杯	40	10.00	400.00		35.00
Tablecloth					
Large table cloth (120" x 82") 大枱布	1	160.00	160.00	drinks	600.00
Kitchen table cloth 廚房枱布	1	0.00	FOC		150.00
Water spray 噴水壺	Yes	0.00	FOC		50.00
Tape, clips & pins 膠紙.夾.珠釘	Yes	0.00	FOC		200.00
Serving Equipment					
Cocktail napkin.toothpick細紙巾牙籤	Yes	0.00	FOC		0.00
Drink (black) tray.jug.bowl 黑托盤墊.杓碗夾	2	0.00	FOC		120.00
Food serving platter 食物盤	Yes	0.00	FOC		200.00
Mini tong.plate.stand細銀鉗.小碟.架	Yes	0.00	FOC		300.00
Cooking Equipment					
Oven - black 黑焗爐.拖板	1	200.00	200.00		2,000.00
Remark					
Venue has own microwave	Yes	0.00	FOC		0.00
Client has own table	Yes	0.00	FOC	drinks table	0.00
Equipment for Drinks Package					
Ice container w/ice 冰箱 (drink package)	2	0.00	FOC		1,800.00
Juice jug 膠水杓	2	0.00	FOC		50.00
Lemon in bowl with tongs檸檬,碗,鉗子牙籤	1	0.00	FOC		150.00
Silver bowl & ice scoop 香檳桶酒巾冰剗盤	1	0.00	FOC		3,000.00
Total amount for Equipment			1,160.00		





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 link by email)
 - cash
- 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 charged
 - 3 days (72 hours) before the event, 100% of the confirmed full amount will be charged
- For parties over HK\$50K
 - upon confirmation the deposit paid will be forfeited
 - 14 days before the event, 100% of the confirmed full amount will be charged

4. Staff Charges

- Only available for Gingers catering, no staff available for junks/boats.
- we suggest waiting staff to begin working one hour before a party (depending on the set up required)

Staffing	HK/KLN (min. 4 hours)	NT (min. 4 hours) (includes on hour transportation)	Overtime (per hour)	OT after midnight (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

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
Stanley, Chung Hom Kok, Shek O & Tai Tam	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	

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

	Per Van
8 pm to 9 pm	HK\$300
9 pm to 12 am	HK\$600
12 am to 2 am	HK\$900
2 am to 6 am	HK\$1,500
6 am to 7 am	HK\$600

6. Additional Delivery charges

- Special locations i.e. staircases, roof top terrace, basement, outdoors etc. based on a site visit*
- Parking garage fee depends on the location
- Rubbish removal based on the venue/residence
- * site visit required for final quote.

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

- in case of Typhoon signal Number 8 or Black Rain Storm, the function may be rescheduled with advance notice of at least 12 hours before the starting time
- in the case where the event has to be cancelled due to T8 or black rain storm warning, the 50% deposit will be retained if the event cannot go ahead

