

TERMS & CONDITIONS

WE UNDERTAKE:

1. To supply and serve ample quantities of food of the highest standard that facilities permit in accordance with the Menu approved and accepted for the number booked.
2. To provide the necessary china, cutlery, and all the usual requisites for the proper service of the meal as quoted.
3. To provide the services of efficient and uniformed staff.

YOU UNDERTAKE:

1. To provide adequate accommodation, tabling and seating (or to reimburse the cost thereof if paid by us) and to set them out yourselves. Our quotation does not include for the erection of tables and layout of chairs. If an Evening Buffet is required, assistance will be needed for any removal of tables and chairs.
2. To inform us of estimated number of guests not later than TEN days prior to the function, and FINAL number of guests to be given not less than FIVE days prior to the date of the function. This will be the minimum number charged to the account.
3. To provide a good, clean water supply, adequate electric power and lighting, with drainage to the kitchen area and with outside lighting to the loading area if required.
4. To dispose of all rubbish bags. It is in accordance with the Health & Safety Laws that Caterers cannot transport food-stuffs and rubbish together.
5. If you require tablecloths leaving for your evening function you will pay us £4 per cloth and return to us before midday on the following Monday. Any damaged cloths will be charged.
6. To pay cancellation charges in accordance with the following scale:

Less than 4 weeks before function	15% of invoice	
Less than 10 days before function	25% of invoice	
Less than 5 days before function	50% of invoice	
Less than 2 days before function	75% of invoice	All plus VAT.

IT IS AGREED BY BOTH PARTIES:

1. Our quotation is based on the minimum number of guests given. Should any reduction in numbers result after this may necessitate an amendment in the price per head quoted.
2. The right is reserved by us, up to four weeks prior to the date of the event, to amend the prices that we have quoted to cover exceptional increases in costs that have occurred since.
3. When a booking is confirmed customers will be advised of the estimated likely cost of the main items to be invoiced. An invoice for 45% of this figure is payable by return as a deposit. A second Invoice for 50% of the estimated amount will be raised and this becomes payable 28 days prior to the event. After the event a final invoice will be raised for the balance owing. This should be paid within 14 days of invoice. 7.5% interest will be added to each monthly statement.

CHILDREN'S MEALS PRICES

Under 3 years	No Charge
3 – 10 years	50% Charge
10 years and over	Full Charge

PLEASE RETURN ONE COPY WHEN YOU PAY YOUR DEPOSIT.

SIGNED.....

DATED.....