

## **Flair Events Catering Limited**

### **Terms and Conditions of Business**

Please read and understand the terms under which we agree to supply catering services. Confirmation of booking our services either in writing or verbally will be taken as acceptance of our quoted charges and these terms. We also have a minimum order value depending on the type of event.

#### **Numbers**

The high quality of our catering depends on every event we undertake being separately planned, purchased and cooked. This does mean strict terms regarding numbers.

- All prices quoted are for a specific number of guests. When numbers drop, our overheads do not reduce proportionally and therefore our menu prices increase (per person).
- We require confirmation of numbers on the Friday before the week of an event or for Monday and Tuesday functions on the Wednesday prior to the event.
- If the number of guests attending exceeds the numbers booked (and we are able to cater for them) we will charge for the greater number.
- If the number of guests attending is less than the number booked we will still charge the total number ordered.

#### **Cancellation**

When a date is booked we reserve staff and kitchen time for that function on that date and we will refuse other events which come in later. Therefore, cancellation charges are payable for any cancellation of a confirmed date. The minimum cancellation charge is 10%. This will increase to 50% if a function is cancelled within four weeks of the event and up to 100% within 7 days of the event.

#### **Damage to Property**

Any property which is lost, broken or damaged during the course of a function will be charged back at cost.

#### **Ingredients**

Whilst every effort will be made to produce the exact agreed menus, we reserve the right to alter a particular ingredient if it is not available.

**Food left over**

It is not our policy to leave left over food as it is never the same the day after. If, however, you wish us to leave the food, we can transfer it to your own dishes once the service staff have been fed.

**Cleaning up**

We always leave an event as neat and tidy as possible and we undertake to leave the kitchen (if applicable) as we found it. We will not however, clean the function area but will leave it neat and tidy.

Rubbish will be left in neat bags for your dustman to collect

**Payment Terms**

Deposit payments are required from all non account clients. A 50% deposit is required upon booking or at least two months in advance of the event and payment of the final invoice is required 7 days prior to the event. We accept all types of payment.

Credit account customers' terms are due 14 days from date of supply. An official requisition order and/or order number is required for each event for all credit account customers.

Company Name.....

Accounts Office Address.....

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Post code.....

Signed.....

Position.....

Name (print).....

Date.....