

A D CATERING SERVICES TERMS AND CONDITION

BOOKINGS CONFIRMATION OF CATERING REQUIRED

1. **A D CATERING SERVICES WILL SUPPLY MENU AND PRICE DETAILS FOR YOUR BOOKING WITH BRIG-HOUSE SPORTS CLUB .IF YOU RECEIVE THESE DETAILS FROM ANY OTHER SOURCE THAN A D CATERING SERVICES THEN YOU MUST CHECK THAT THEY ARE CORRECT , BEFORE FINALISING YOUR CATERING REQUIREMENTS**

PRICES , MENUS & CONFIRMATION OF NUMBERS

1. **ALL MENUS REQUIRE A MINIMUM NUMBER FOR ADVERTISED PRICES TO APPLY . THIS NUMBER WILL BE STATED TO YOU AT THE START OF YOUR BOOKING OF CATERING REQUIRED.**
2. **PRICES GIVEN VERBALLY OR IN WRITING THAT RELATE TO EVENTS GREATER THAN 6 MONTHS IN ADVANCE ARE ESTIMATES , AND IT SHOULD BE REGARDED THAT PRICE INCREASE COULD APPLY.**
3. **PRICES GIVEN VERBALLY OR IN WRITING THAT RELATE TO WITHIN 3 MONTHS OF THE EVENT WILL BE FIRM PRICES AND WILL NOT ALTER.**
4. **MENU CHOICE MUST BE MADE NO LATER THAN 4 WEEKS BEFORE YOUR EVENT IF NOT CHOSEN EARLIER.**
5. **FINAL NUMBERS CONFIRMATION MUST BE GIVEN 7 DAYS BEFORE THE EVENT . THIS IS THE MINIMUM AMOUNT YOU WILL BE INVOICED .**
6. **IF YOU BOOK FOR THE MINIMUM NUMBER THAT IS REQUIRED FOR YOUR CHOSEN MENU AN LESS THAN THAT NUMBER ARE CATERED FOR THEN YOU WILL BE CHARGED FOR THE MINIMUM NUMBER.**

IF YOU PROVIDE A FINAL NUMBER AND GREATER THAN THAT ARE CATERED FOR , YOU MAY BE CHARGED FOR THE NUMBER CATERED FOR .THIS WILL BE AT THE SOLE DISCRETION OF A D CATERING SERVICES WILL INFORM YOU AS SOON AS THEY CONSIDER THIS LIKELY TO APPLY TO YOUR EVENT.

MENU CHANGES

1. **Choices on your menu may happen without notice should the caterers experience supply difficulties .The caterers will replace with similar items where ever possible . Where the changes are due to a rise in supply prices over and beyond your charged price per head then where ever possible you will be contacted and informed of this ,you will then be expected to change your menu choice to keep to the original charge , or except the higher charge per head.**

PAYMENTS ; Payments towards an event can be made at anytime ,receipts will be given and invoices provided. All payments must forever meet the following :

1. **A 50% PAYMENT FOR CATERING SERVICES IS REQUIRED WHEN CONFIRMING CATERING CHOICE (NOT LESS THAN 4 WEEKS FROM EVENT DATE)**
2. **FINAL OR BALANCE PAYMENT ARE DUE WHEN FINAL NUMBERS ARE GIVEN (NOT LESS THAN 7 DAYS BEFORE THE EVENT)**
4. **PAYMENT FOR CHARGES RELATED TO NO FOOD OR OWN FOOD MUST BE PAID WHEN BOOKING THE EVENT .THIS IS NON REFUNDABLE IN THE EVENT OF CANCELATION UNLESS THE DATE ATTRACTS A NEW BOOKING .UNDER THIS CONDITION THERE MAY BE A REFUND.**

CANCELLATIONS

1. **ALL CANCELLATIONS MUST BE CONFIRMED IN WRITNG.FAILURE TO PROVIDE WRITTEN NOTICE MAY RESULT IN THE LOSS OF DEPOSITS AND OR PAYMENTS MADE.**
2. **VERBAL CANCELLATIONS WILL BE NOTED BUT MUST BE SUPPORTED IN WRITING.**
3. **CANCELLATIONS GIVEN WITHIN 4 WEEKS FROM THE EVENTS WILL RESULT IN A LOSS OF PAYMENT EQUAL TO 50% OF THE CATERING SERVICES INVOICE.**
4. **CANCELLATIONS GIVEN WITHIN 7 DAYS WILL NOT QUALIFY FOR A REFUND**

BANDS, DJs AND ENTERTAINMENT

- 1. WHERE ENTERTAINERS SUCH AS DJs OR BANDS BOOKED BY SOMEONE OTHER THAN THE CATERER THEN IT IS YOUR RESPONSIBILITY TO MAKE SURE THEY HAVE ALL RELEVANT LICENCES, INSURANCE, AND SAFE EQUIPMENT.eg Pro Dub, Pat tested**

I have read understand and accept these terms and conditions .

Signed

Print Name.....

Date.....

Address.....

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Postcode.....

Telephone

Event and Date.....

Email.....