

## **Terms and Conditions**

### **1 Booking Your Date with Runnymede Catering**

- a) All event bookings must be confirmed in writing by the Client. A non-refundable deposit is required to secure Runnymede Catering for the date of your event.
- b) All bookings are subject to minimum guest numbers, these will be confirmed in writing by Runnymede Catering to the Clients.

### **2 Booking Confirmation**

Once the Clients deposit has been received a receipt will be issued by Runnymede Catering together with a formal confirmation letter which will include your draft menu, event summary and estimated costs based on the number of guests and selections made by the Client at this time.

### **3 Variations to the Price**

- a) All bookings are subject to minimum guest numbers which will be confirmed by Runnymede Catering at the time of booking.
- b) Where children are attending – if over 7 years of age they are payable at the same rate as adults, if under 7 years of ages they are chargeable at half the adult price (subject to minimum numbers mentioned above). Children under 3 years will be free of charge. Any variation to menu selections for children must be discussed with Runnymede Catering as soon as possible to our menus to be revised accordingly.

### **4 Deposit**

- a) A deposit figure will be provided to the Client in writing by Runnymede Catering once your booking confirmation is received.
- b) 50% deposit will be deducted from the total event costs which will be issued to the Client when the event is confirmed (please see our Payment terms below). - a deposit of 50% of the approximate total cost will be required to hold and confirm your date and final numbers of guests with any last minute requests are required 3 working days prior to the event. The final invoice will be adjusted accordingly request payment within 5 working days prior to the event.
- c) Payment methods available include bank transfer, debit card, credit card, cheque and cash. Note that credit card transactions will incur a 3% admin fee.

### **5 Payment of Total Event Costs Prior to Event**

Should Runnymede Catering be advised of any changes to event requirements (including the reduction of guest numbers) at a date less than 1 working week prior to the event, Runnymede Catering reserve the right to accept these changes and reduce our invoice value, however should increases occur due to additions once full payment have been received Runnymede Catering will raise an additional invoice following the event for these guests or extras food needed, payment will then be due for immediate settlement by the Client.

In an addition please enquire for travel expenses to the event destination. Catering on Bank and Public Holidays will cost an additional 25%, New Year's Eve will cost an additional 40% and Christmas Day will cost an Additional 50% on the whole invoice.

### **6 Dietary Requirements and Allergies**

Runnymede Catering will endeavour to provide suitable adoptions to the Clients menu for any guests with special dietary requirements or allergies. We cannot however take responsibility for any guests unless advised in advance (no less than 10 working days prior to the event).

### **7 Business catering**

48 hours' notice required for bookings. 24 hours' notice required for cancellation of the event. On day cancellation not acceptable. 5 miles free delivery of food etc... The total event cost will be based on the numbers of guests scheduled, at the agreed price per head. Any additional costs incurred by Runnymede Catering in preparation of the event up until the time of cancellation will be charged to the Client. This is to cover any losses caused to Runnymede Catering for administration costs, travel, supplies etc. and will be discussed fully in event of cancellation.

### **8 Clients Food and Drinks**

- a) We accept no liability for any food supplied to the Client by another caterer (or food products suppliers by the Client themselves) in addition to those arranged by Runnymede Catering.
- b) Where the Client has made additional arrangements (for example an evening hog roast) Runnymede Catering will require a Food Disclaimer Form will be completed and returned no later than 10 working days prior to the event.
- c) Runnymede Catering will happily serve a Clients arrival drinks, table wines etc. during their event subject to waitress fees or corkage, please ask for further details.

### **9 Cancellation Charges (for events)**

- a) In the unfortunate event of a booking having to be cancelled confirmed in writing will be needed by the Client. Your deposit will be retained and the following charges will be incurred
  - i) Cancellation received within 60 working days of event – 50% of total event cost
  - ii) Cancellation received within 15 working days of event – 100% of the total event cost
- b) The total event cost will be based on the numbers of guests scheduled, at the agreed price per head.
- c) Any additional costs incurred by Runnymede Catering in preparation of the event up until the time of cancellation will be charged to the Client. This is to cover any losses caused to Runnymede Catering for administration costs, travel, supplies etc. and will be discussed fully in event of cancellation.

### **10 Force Majeure**

Runnymede Catering shall incur no liability to the Client if performance of the contract is prevented or hindered by any case whatsoever beyond Runnymede Catering's control and in particular but without prejudice to the generality of the foregoing, by act of fire, flood, subsidence, sabotage, accident, strike, or lock out and shall not be liable for any loss or damage resulting there from suffered by the Client.

Runnymede Catering reserve the right to change our Terms and Conditions when necessary due to the continual evolving nature of our business. It is your responsibility to ensure that you are up to date with our Terms and Conditions which are available on request or printable via our website at [www.Runnymedecatering.co.uk](http://www.Runnymedecatering.co.uk)

### **11 Client's use of Runnymede Catering's Property and Clients Personal Property or Gifts**

- a) The Client agrees to pay for any loss or damage to any equipment, crockery, cutlery or glassware supplied by Runnymede Catering for the event, including any issues caused by the Client guests.
- b) The use of candles by the Client for centre pieces or decoration where Runnymede Catering have supplied table linen is strictly prohibited.
- c) Any damaged linen as a result of the use of felt tip pens will result in an additional charge payable by the Client after the event (a separate area for colouring can be arranged with suitable table coverings, please ask for details)
- d) Runnymede Catering will not be held responsible for the theft, lost or damage to any personal effects of the Client or gifts brought onto premises by the Client guests.

### **12 Liability of Runnymede Catering**

Runnymede Catering accept no liability under any claim whatsoever arising (be it by negligence or otherwise) for any loss over the figure of the existing Runnymede Catering Public Liability Limit of Indemnity. Note that this figure which may change from time to time, is available upon request together with a copy of our Certificate.