

# Marc Macauley Catering

## TERMS & CONDITIONS

Provisional bookings may be made by telephone to ensure that your required date is available. Bookings are not confirmed until we are in receipt of your signed booking form and deposit, after which the following terms and conditions, apply.

1. In the event of cancellation of any booking by a client, the client shall pay to the Company a cancellation fee calculated as follows:

- Cancellation on 1 week or less will incur the full cost of the food

2. All menus including special dietary requirements must be confirmed at least 4 weeks prior to the function.

3. Final numbers attending functions should be notified to the Company 4 weeks prior to the commencement of the function. The number notified will be the minimum figure charged.

4. A pro-forma account must be settled not later than 14 days before the function, the balance of any outstanding extras to be settled within 7 days of receipt of final invoice. Should the pro-forma account not be settled in full not later than 14 days before the function, the Company may treat the booking as having been cancelled by the client, unless prior arrangement has been made.

5. The client shall indemnify the Company against all costs, charges, claims, expenses, demands and liabilities incurred by or made against the Company as a result of the negligence or wilful default of the client or any of its guests.

6. On waitress service functions we require access to the function room and kitchen at least 2 hours prior to the time of meal. Prices quoted are for catering on ground floor with easy outside access, there may be additional charges for equipment hire if there are no kitchen facilities at the venue. We require an adequately sized service area with sink and running water at the venue.

7. All our food is freshly prepared at our premises. We advise that all buffet food is consumed within 4 hours of delivery. On waitress service functions, unless the client requests otherwise, our staff will dispose of any remaining food once all the guests present have been served. If the client would like to retain the remaining food, we recommend that adequate refrigeration is available and the service of this food becomes the responsibility of the client.

8. All equipment left on the premises become the responsibility of the Event organiser

9. Where it is necessary to leave any of our table linen, glassware, crockery or equipment at the venue after our staff have left the function, it becomes the responsibility of the customer. Any loss or damage will be charged for at the replacement cost only.

10. Our 'Food Only' buffets include the supply of disposable tableware. If your Function is being held in a club, hall or function room we would recommend that a waitress is booked (at an extra charge of £8.50 per hour or part of minimum 2 hrs from time of delivery) to keep the buffet tidy and clear away plates when guests have eaten. This cost also applies for the service of drinks & beverages supplied by the client. Where the customer chooses not to book a waiter/waitress for this purpose, it is their responsibility. Staffing costs from £8.50 per hour.

11. **(Marquee functions)** please advise if the marquee is being used the day following the event.

12 On outside events where we are bringing in our kitchen trailer we will require access to an electric supply or (we can supply a generator at cost price or client can provide) and a supply of mains pressure water, our trailer is 24 foot long including the A frame and 7'6' wide.

14: A delivery charge will be applicable to all deliveries over 10 miles.