

First Choice Catering Terms and Conditions

1. Bookings

Bookings will only be confirmed once we have received a deposit of 20% of the value of the booking.

2. Payment terms

Full payment (with final numbers of guests for catering and accounting) is required two weeks prior to the function.

3. All prices exclude VAT

4. Kitchen Facilities

a) We require sole use of the kitchen until approximately 1 ½ hours after the service of coffee. In order to facilitate washing up, cleaning and staff meals.

b) We do not supply ovens. If the ovens on site are not adequate, we can provide hired ovens to supplement the kitchen facilities.

5. Furniture

Tables and chairs must be erected and in position before the caterers arrive to coincide with your table plan.

6. Functions with service.

All functions with service will be set up and served by uniformed staff

a) We will supply all china and cutlery in a traditional bead pattern.

b) Glasses will be supplied along with our drinks.

c) If you are supplying your own drinks there will be a drinks service charge of £2.50 per person. This will include the service of reception drinks, wine during the meal and a toast drink.

7. Functions without service

No service functions means that the food will be delivered and set out.

All of our equipment must not leave the room.

It will be collected at a mutually agreed time.

Any missing or damaged equipment will be charged for, at a replacement cost.

8. Cancellations

a) Cancellations must be made in writing to First Choice Catering, and will not become valid until you receive confirmation of cancellation from First Choice Catering.

b) Cancellations made before the function are chargeable as a percentage of the total orders value as follows:

3 - 6 months prior to the scheduled date 50% of the total estimated value, together with forfeiture of the deposit.

2 months prior to the scheduled date 75% of the total estimated value, together with forfeiture of the deposit.

1 month or less prior to the scheduled date 100% of the total estimated value, together with forfeiture of the deposit.

9. Any hired equipment that has been lost or damaged will be charged for at replacement value.

10. We make every effort to ensure you receive the best service. However, should any problems arise with the service provided by First Choice Catering they should be notified within 24 hours.

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