

Please read our terms and conditions carefully, sign at bottom and return to us in the enclosed self addressed envelope at least 10 days prior to the date of you event, thank you.

Terms and Conditions

Definitions

'The Company' means Spring Cottage Catering and 'The Client' means any person or company contracting with The Company.

The Quote

The Company will provide you with an individual written/e-mail quotation. It will remain valid for your particular event date. In the instance that the event brief alters, it may be necessary to review and reissue the quotation.

The Payment

The Company's services are hired under the terms and conditions set out below. The payment by any person of any fees and charges for such services shall be deemed to be an acknowledgment and acceptance by such person of these conditions. When the deposit (or full payment) is submitted, a signed copy of the Terms and Conditions should be supplied to confirm this.

Confirmation of your event will be upon receipt of the requested deposit. Failure to provide this may result in The Company cancelling the event.

Payment Terms

As many costs are incurred on your behalf prior to the event date, The Company have the following payment terms:

- A non refundable deposit, based on a minimum of 20 percent of total quotation costs, is required immediately to confirm your event.
- Full prepayment of all known costs is payable 1 week before the day of your event.
- Outstanding accounts of 30 days will incur interest at 2% above the Bank of Scotland Base Rate.
- Cheques must be payable to Spring Cottage Catering.

Cancellation

In the instance that you need to cancel your event, the following conditions will apply:

- All cancellations must be made by telephone, in the first instance and confirmed in writing or by email. The Event will only be cancelled when The Client is in receipt of a Cancellation Acceptance from The Company, which will either be a written letter or an email from The Company.
 - If The Client shall cancel or be deemed to cancel the Event less than six calendar weeks but more than a week prior to the date specified in the quotation, then The Client shall be liable to pay 50 percent of the Total Costs in addition to all out of pocket disbursements or costs of The Company in relation to the proposed provision of the Services, credit being given for any Payment on Account already paid.
 - If The Client shall cancel or be deemed to cancel the Event less than one week prior to the date specified in the quotation, then The Client shall remain liable to pay 100 percent of the Total Costs.
- Where circumstances beyond The Company's control prevent us from fulfilling any obligations, The Company will, by notice in writing/e-mail to The Client, terminate the Contract and return to the Client any balance of the Payment on **Account remaining after settlement of all or any costs, expenses or liabilities howsoever incurred in respect of the proposed provision of the Services**

Liability

The Company confirms that they have and will maintain sufficient Public Liability Insurance for events of the nature of the booking. A copy of the certificate (or scanned PDF image) is available upon request.

The Company follows strict HACCP guidelines for all food production, handling, storage and distribution and dealings with our clients and their guests. A Copy of all Health and hygiene certificated also available on request.

Our policy, based on these guidelines, restricts the service of foodstuffs, to a maximum of four hours after being removed from refrigeration. The Company advise that all food must be consumed after two hours of initial serving, therefore any food consumed after two or more hours of it first being served is at The Clients discretion and therefore becomes their responsibility.

Where The Company use The Clients' kitchen facilities, they will be thoroughly reviewed prior to the Event but if they are deemed to be unusable on the Event Date, then The Company will accept no liability for cancellation of the Event.

Menu

Whilst every effort will be made to produce the exact menu agreed, The Company reserves the right to alter a particular ingredient or item on the menu if it is not available, and replace it with a suitable alternative. Many dishes contain dairy and nut products, on request The Company will inform The Client of these ingredients, however, The Company cannot guarantee that other dishes will not contain traces of these products.

Price

Every effort will be made to ensure the accuracy of quotations at the time; The Company reserves the right to revise the price for its goods and services should costs change beyond its control. Any revisions will be notified and agreed between both parties prior to the function.

Damages

The Company reserves the right to charge the full replacement cost for any piece of equipment provided to The Client that is either damaged or lost whilst in possession of The Client.

Changes

The company reserves the right to differ from the menu without warning, if those foods become unavailable for any reason.

Delivery

The Company operates a free delivery policy up to a limit of 5 miles. Delivery charges will apply thereafter, dependant upon distance, unless otherwise agreed.

I/We agree to all the above Terms and Conditions

Name: _____ Event Date: _____

Signed: _____ Date: _____