

Terms & Conditions for External Event

Before signing, please read carefully the following terms & conditions which apply to your booking.

Booking

A provisional booking for a function is held for a maximum of fourteen days. On verbal confirmation during this time another fourteen days is allowed for Charlton House Catering Ltd to receive written confirmation & deposit.

Deposit

At the time of booking anticipated numbers attending must be conveyed to the venue. A non-refundable deposit of £10 per person is payable within 14 days to secure the booking. Lost deposits from reduction in numbers cannot be offset against other charges.

Invoicing & Payment

Full payment is required 28 days prior to your event. A pre-payment invoice minus the amount already paid and based on final numbers and not below the pre-agreement minimum numbers, if applicable, will be sent out before the function. All additional costs incurred on the day must be settled on departure.

Cheques are to be made payable to Charlton House Catering Ltd

Final Confirmation of Guests

Final numbers are required no later than 14 days before the event and should not be less than the minimum numbers agreed on the event contract. Any amendments or cancellations after this date are non-refundable. The amount payable by the customer shall be calculated on this final number or on the numbers attending the function, whichever is the greater.

No deduction can be made after the event should numbers fall lower on the function date.

Cancellations or Amendments

In the event of a cancellation, the venue must be notified in writing. The company, Charlton House Catering Ltd, will retain the deposit. If the date cannot be re-let the client will be liable to a cancellation fee chargeable up to a maximum of 100% of the total estimated account. The venue reserves the right to cancel the booking and return any monies paid should they feel the reputation of the venue is in question or any of payment dates have been missed.

Period of Notice & Cancellation Fee

More than Nine months Deposit Only

9 – 6 months Deposit + 20% of anticipated revenue

6 – 3 months Deposit + 40% of anticipated revenue

3 – 2 months Deposit + 75% of anticipated revenue

2 months or less Deposit + 100% of anticipated revenue

Facilities

The facilities available to the function will be agreed at the time of booking. Charlton House Catering Ltd will treat each event separately and where other events are taking place on the site we will ensure neither one has an affect on the other.

Food & Beverage

Please note that the venue does not permit food or beverage refreshments of any nature to be provided by any other party than Charlton House Catering Ltd and does not allow corkage. If you would like an account bar you will either need to prepay for this or we would need to pre-authorize a credit card and charge at every £500.

Any buffet food will be removed 1.5 hours after serving as per health and safety regulations.

The venue reserves the right to withdraw any menu item or wine and offer an alternative choice.

Damage

The client is responsible for all allocated rooms during the period of the event. Any damage to the rooms or their contents incurred as a result of the client, their guests or representatives, acts, omissions or default will result in a charge to remedy such damage. We reserve the right to escort any guest from the premises that, in the opinion of the management, are causing excessive disruption or damage.

Health & Safety Requirements

The client is responsible for ensuring all External Contractors e.g. Discos/bands are fully covered by a Public Liability Insurance Certificate (no less than £5m cover). Any electrical equipment supplied by the client or their chosen external contractors must be P.A.T tested (Portable Appliance Tested) and verified with up to date documentation. Proof of all health & safety documentation is required by the management of the venue and we reserve the right to refuse participation if this is not received prior to the event.

Menus

Venue to specify .

General

Restrictions apply to children at certain events. Charlton House Catering operates a non-smoking policy

All prices quoted in this document are correct at time of print and exclude VAT @ 15% and apply to all functions held between January and December 2010. Gratuities are at the discretion of the client.

N.B. All prices exclude VAT and are correct at time of going to press but may be subject to change due to increases in inflation or Government taxes etc.

I hereby agree to the Terms & Conditions of Trading

On behalf of:

Authorised Client Signature:

On behalf of: Charlton House Catering

Authorised Venue Signature:

Print Name:

Neil Wheeler (Signed electronically)

Venue Contact:

Date:

Date: