

### Terms and Conditions

#### 1) Booking Your Date with JP Catering & Events LTD

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

#### 2) Deposit

- a) A deposit figure will be provided to the Client in writing by JP Catering once your booking confirmation is received.
- b) This deposit will be deducted from the total event costs which will be issued to the Client no later than 10 working days prior to the event (please see our Payment terms below).
- c) Payment methods including bank transfer, cheque, or cash.

#### 3) Booking Confirmation

- a) Once the Clients deposit has been received a receipt will be issued by JP 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.

#### 4) Variations to the Price

- a) All bookings are subject to minimum guest numbers which will be confirmed by Joanna Parker Catering at the time of booking.
- b) Where children are attending – if over 10 years of age they are payable at the same rate as adults, if under 10 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 JP Catering as soon as possible to our menus to be revised accordingly.

#### 5) Payment of Total Event Costs Prior to Even

- a) Payment in full is required for all catering services to be provided by JP Catering prior to the event. Final guest numbers must be confirmed to Joanna Parker Catering no later than 15 working days prior to the event.

b) The information provided at this point will be used to produce your total event cost invoice, arrange staff and co-ordinate with your venue. Once our invoice is received by the Client payment must be received no later than 10 working days before the event.

c) Should JP Catering be advised of any changes to event requirements (including the reduction of guest numbers) at a date less than 15 working days prior to the event, JP 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 Joanna Parker 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.

#### 6) Cancellation Charges

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 30 working days of event – 50% of total event cost.

ii) Cancellation received within 7 working days of event – 100% of the total even 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 JP 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 JP Catering for administration costs, travel, supplies etc. and will be discussed fully in event of cancellation.

#### 7) Dietary Requirements and Allergies

a) JP Catering will endeavour to provide suitable adaptations 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).

#### 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 JP Catering.

b) Where the Client has made additional arrangements (for example an evening hog roast) JP Catering will require a Food Disclaimer Form will be completed and returned no later than 10 working days prior to the event.

c) JP 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) Client's use of JP 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 JP 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 JP 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) JP 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.

#### 10) Liability of JP Catering

a) JP+++++++ Catering accept no liability under any claim whatsoever arising (be it by negligence or otherwise) for any loss over the figure of the existing JP 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.

#### 11) Force Majeure

a) JP Catering shall incur no liability to the Client if performance of the contract is prevented or hindered by any case whatsoever beyond JP 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.



JP 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