



## M Welsh Catering Services

### **TERMS & CONDITIONS OF BOOKING**

For catering services to be provided by M Welsh Catering Services ('MWCS', 'Company' or 'We') The contract will be between the Company and the Customer (stated below and hereinafter referred to as 'Customer', 'you' or 'your') These Terms & Conditions do not affect your statutory rights.

Name/s of Customers:

Date of wedding/event:

Location/Venue Name & Address:

Number of guests originally quoted for:

15% Non-Refundable Booking Fee Payable:

#### **Prices & Services**

1. All prices listed are inclusive of VAT, except where stated otherwise.
2. If the rate of VAT increases, MWCS reserve the right to increase the total cost of the event by the amount specified by the government, on events already booked.
3. Prices include crockery, cutlery and professional uniformed waiting staff where stated on your individual catering package.
4. On Saturday's & Bank Holidays during peak season (1<sup>st</sup> May – 30<sup>th</sup> September) there is a minimum guest number of 60 adults. If final numbers fall under this minimum, 60 guests will be payable.
5. If the number of guests attending exceeds the numbers originally booked and paid for, and we are able to cater for them, we will charge, at the prevailing rate, for the greater number.  
Should your guest number decrease following the submission of your final information and payment, no refund shall be given.
6. Upon acceptance of these terms and conditions, you agree to a minimum spend of which the amount is dependent upon the date of the wedding/event.  
1<sup>st</sup> October – 30<sup>th</sup> April = £1400 incl Vat at the current rate.  
1<sup>st</sup> May – 30<sup>th</sup> September = £2200 incl Vat at the current rate.  
Events are booked based on, but not limited to, the acceptance of this minimum spend.  
**MINIMUM SPEND DOES NOT APPLY FOR HOG ROAST ONLY BOOKINGS.**

7. For any seated meal booked, the following is required:

In the form of a spreadsheet, final numbers of guests, food choices, any dietary requirements, a digital editable detailed seating plan and an order of the day must be provided a minimum of 4 weeks prior to the wedding/event. After this time if the numbers increase by up to 10 this can normally be accommodated, but this is not guaranteed, and allowances cannot be made if the numbers drop. Any changes made to guest numbers, food choices or seating plans within 10 days of the wedding/event will incur an administration fee of £50 incl Vat.

Initials

8. Unless agreed otherwise in writing the only services that the Company agrees to provide to you are the services specified in your catering package which you have agreed to in writing.

9. Your booking with us will be confirmed and your date secured upon return of signed terms and conditions and when the booking fee is cleared funds in our bank account.

10. MWCS is not responsible for the safe keeping of clients' valuables, personal belongings or gifts and we recommend that all personal items are taken home with you at the end of your event.

11. MWCS cannot be held responsible for any damage caused to clients' wedding cakes, when the client asks us to assist with the presentation of it. It is advised that the client should arrange and present the cake themselves, as MWCS does not offer this service as part of the catering package. We do, however, offer a cake cutting service as part of the catering package should you require this.

12. MWCS reserves the right to adjust price lists and to run special offers as it deems necessary. Any changes to price lists or special offers will not affect bookings already made.

13. Gratuities are at your discretion

### Payment

1. All booking fees are non-refundable. This amount is absorbed in admin fees and fixed costs.

2. A non-refundable booking fee of 15% of the total of your catering package is required to secure your date. Only when both the signed terms & conditions and the booking fee have been received shall your date be secured. You may supply either 1 whole scanned document with the final page signed & dated or a scan or photo of each page separately. If providing separate pages, each page must be initialled with the final page signed & dated.

The full balance will be due 4 weeks prior to the wedding/event. An invoice will be generated and sent to you once you have supplied all final details.

3. Payment is only accepted via bank transfer into our company bank account. Details will be provided on the invoice.

4. The company reserve the right to charge interest on late payments

5. If you decide to postpone/transfer your event to an alternative date, the company cancellation charges will apply and you will be required to pay a new booking fee.

6. Covid-19 and Pandemic exception

If you are forced to postpone your wedding/event due to Covid-19 or similar pandemic beyond your control we will offer to transfer any booking fee paid to an alternative date, subject to availability.

Should we not have availability on your alternative date selected, the booking fee becomes non-refundable. If you choose to cancel your booking usual company cancellation charges will apply.

### Cancellation

M Welsh Catering Services reserves the right to cancel any function or event for any of the following reasons:

a) If the client or M Welsh Catering Services becomes insolvent or enters into liquidation or receivership.

b) If the event may prejudice the reputation or cause damage to M Welsh Catering Services.

In this situation M Welsh Catering Services will refund any payments made in advance, but will have no further liability to the client.

The following cancellation charges will be applied, which reflect the costs and expenses we may incur on your behalf as the function date nears, and the reduced time available to us to obtain any alternative bookings:

Initials

The booking fee paid is non-refundable, regardless of the length of time prior to the event you decide to cancel. This amount is absorbed in admin fees and fixed costs.

Cancellation between twelve months and six months prior to the event – you will owe us 50% of the total contract package price.

Cancellation between six months and three months prior to the event – you will owe us 75% of the total contract package price.

Cancellation between three months and the event date – you will owe us 100% of the total contract package price.

All cancellations must be confirmed in writing. Only once written cancellation is received will the cancellation become effective.

Please note that all parties named on page one of these terms and conditions are jointly and severally liable for the sums payable under this agreement.

### Menus

1. Whilst every effort will be made to ensure the accuracy of quotations, prices quoted only become binding once agreed by the signing of the terms and conditions.

It is the price quoted on your catering package which must be paid in full, however the company reserves the right to charge more depending on the advance date of your booking.

Currently, any wedding/event dates booked to take place 1<sup>st</sup> January 2023 onwards are subject to possible maximum increase of 20% due to many factors including Brexit, the Covid-19 Pandemic and standard inflation of food produce and staff wages. If an increase applies to your booking, you will be informed in writing a minimum of 6 months prior to your wedding/event date.

2. Amendments to the agreed menu must be requested in writing.

Menu amendments will not be accepted after final details and payment have been received 4 weeks prior to the wedding/event.

3. It is our company policy that we will not serve any food items which have not been prepared and/or supplied by us, with the exception of wedding cake unless agreed by prior arrangement.

4. All food which is not consumed within two hours at room temperature should be disposed of.

Any person subsequently consuming food, or taking food home for consumption, does so at their own risk. MWCS cannot accept responsibility for food consumed otherwise than at the location at which the food is supplied and served, or after the initial two hour period.

5. Food Allergies & Intolerances: Please note that all of our food contains allergenic ingredients.

Special diets for food allergies will be catered for only if they have been arranged prior to your event and confirmed in writing. If you wish to know more about our ingredients, please don't hesitate to contact us. Please note that we work with allergenic ingredients in our kitchen and whilst we will cater for special diets for people with food allergies, we cannot guarantee that their meals will not contain traces of allergenic ingredients.

6. We are unfortunately unable to offer Ice Cream, Sorbet or any other frozen elements as menu choices if your venue does not have a freezer facility on site.

### Equipment

1. Any equipment lost or damaged by you or any guest will be charged at the full replacement cost.

2. Additional charges may apply for the hiring of site kitchens and specialist equipment. If so, these will be stated in your catering package.

Initials

3. For Marquee weddings/events, an enclosed professional catering tent (attached to the marquee and a minimum size 20ft x 20ft) must be supplied by the customer along with a suitable supply of electricity.

KVA required will be discussed, as is dependent on equipment usage.

The Marquee must also have adequate vehicle access for equipment deliveries, for unloading of food and for a refrigerated vehicle to be parked alongside the catering tent on the day.

Any waste created by food service that is provided by M Welsh Catering Services will be taken away and disposed of appropriately. Any waste that is created by any product(s) supplied by either a third-party supplier or by the wedding party is not the responsibility of M Welsh Catering Services.

### Labour

1. The Company reserves the right to charge (including for any applicable increased or overtime rates) more for staffing costs should any function run on longer than initially planned or detailed in the catering package through no fault of the Company.

### Insurance

1. M Welsh Catering Services holds current valid Public, Product & Employer Liability Insurance for up to £5000,000. A copy of this is available upon request.

2. It is strongly recommended that clients arrange their own adequate wedding/event & cancellation insurance to protect against cancellation, costs, damage, public liability.

### Bad Weather

1. MWCS cannot be held responsible in any way for any unsuitable weather conditions that may cause a wedding/event to be postponed or cancelled.

The normal cancellation fee will be applicable in these situations.

I/we confirm that I/we have read, understood and accept the above terms and conditions.

I/we sign below to secure the date, confirm the booking and agree to arrange transfer of the booking fee.

Signed:

Print Name:

Date:

Signed:

Print Name:

Date:

Initials

**M Welsh Catering Services**

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