



Catering & Events

TERMS & CONDITIONS

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ON BOOKING THE VENUE

With conformation payment for securing the Event Date constitutes a contract between the client, the venue & RS Catering & Events.

NON-REFUNDABLE DEPOSIT

£1000 deposit is required at time of booking, this amount will be deducted from your final catering & hospitality invoice. Bank details will be sent with this invoice including Vat Number

OUT-STANDING BALANCE

The 'full' outstanding balance being due no later than 1 month before event date, failure to do so can result in cancelation & termination of contract.

PAYMENT

BACS Transfer; This is the preferred Method of payment – please ensure to use your event date in a 6 digit format (dd/mm/yy) as your reference when transferring monies.

Cheque; Made payable to RS Catering & Events, Cheques will only act as a deposit or payment once funds have cleared

CASH; Accepted, however we do ask if paying any balance in Cash that a witness is present and all parties sign a cash contract.



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AMENDMENTS

As is the way with out-side events things change! Any increase/de-crease to finalized numbers will be calculated and subsequently charged accordingly. Please be aware that numbers can only be amended no later than 1 month prior to the event date. If numbers drop by more than 15 guests or Original Quote from date reservation is dramatically amended at any stage from time of booking price per person may be recalculated to accommodate.

CATERING

RS Catering & Events team ensure that all food is correctly prepared and served to the highest quality abiding by the Present Environmental Health Guide Lines. All remaining food after the event will be disposed of in the correct manner & time frame to ensure all regulations are adhered to. Any food prepared or supplied by the client for the event is to be documented & a proven record of 'Source to Table' is required to adhere to the liability insurance terms & conditions, failure to do so will result in 'NON' Serving of relevant produce

For when the use of the clients facilities is applicable RS Catering & Events will visit the premises prior to the booking deposit being released to ensure the establishment & equipment is suitable to the event brief given, if deemed 'UN- Suitable' RS Catering & Events will suggest suitable requirements & subsequent cost implications to ensure the event standards can be achieved.

RS Catering & Events respectfully take no responsibility for increased numbers of guests on the day with out written conformation no less than one month prior to the date.

Unit C5, Pipers Way Industrial Estate, Thatcham, RG19 4NA

E: hello@rscatering.biz

T: 07894 152310 / 07900 935091

W: www.rscateringandevents.com



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PUBLIC LIABILITY

RS Catering & Events has FULL Liability insurance to the value of £5,000,000. A copy of this will be present on the event date and is available by request prior to the Event.

BAR'S & ALCHOLIC BEVRAGES

Richard Sanderson holds an EDI PERSONAL LICENCE & is the license holder for the premises. Under our license & by Law therefore 'NO' Unauthorized alcoholic beverage maybe Supplied or consumed onsite during the event.

RS Catering & Events Reserve the right to refuse service of any guest seeming to have consumed excessive levels of alcohol & any person under the legal age of 18years.

If you are supplying your own arrival drinks, wedding breakfast & toasting Beverages at one of our venues these will be cleared at the finish of the meal & speeches and will be stored securely for collection the following morning / agreed time, to comply with the venue & our licensing agreement.

HOSPITALITY STAFF

All RS Catering & Events Team are trained, polite & professional individuals with years of experience in their chosen arena, with this we ask that they are communicated with in a polite & respectful manner, any abuse to staff whether verbal or physical will result in the guest(s) responsible be removed from the event & in extreme situations the event being canceled.

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CONTRACTS WITH 3RD PARTIES

Photographer's, entertainers, bands, discos etc.... please ensure you check the contacts between you and the chosen supplier, many contracts state they 'must be fed' on the day at a specific time ensure we have the details for this no later than 1 month prior to the event. Produce will be charged accordingly.

CANCELATIONS

'ALL' are required by writing or email. In the event of a cancelation all monies paid are forfeited. It is advised to take out relevant insurance to cover such unseen & unfortunate circumstances.

SECURITY

RS Catering & Events supplies security staff to the event (AT our sole venues) to ensure the safety of our guests, premises & surrounding areas, this is a £100 Added fee to your final bill and is non negotiable to comply with our contract with the venue & Licensing Body.

****All Clients Are Requested To Send Email Confirmation To The Below Email Address To Enter Agreement On Above Terms & Conditions As Stated At Time Of Booking, If No Email Has Been Received Rs Catering & Events Will Take This As T&C's Agreed****

****All terms & conditions are in conjunction with the T&C's set out by the Event Venue****

All terms & conditions are to be read & fully understood before entering into a legally binding contract between the client, The Venue & RS Catering & Events**

2016/2017/2018

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