



Citrus Catering
Unit 5c
Lillington Road
Bulwell
Nottingham
NG6 8HJ

Web address: www.citruscatering.co.uk
Telephone: 07845083793/07737161695

Terms and conditions

In these Terms and Conditions "Citrus Catering" means Citrus Catering and "the Client" means the person or company booking the event.

Quotations

Quotations are valid for 3 months from the date of quotation and may be subject to change following a site visit or further information gathering. All quotations contain fixed costs which will not be reduced if the final number of guests is less than originally quoted for (4 days before the event)

Confirmation

Verbal/email confirmation of any event will be taken as acceptance of Citrus Catering's Terms and Conditions.

Menu Prices and Numbers

Menu prices quoted by Citrus Catering are prepared based on specific numbers of guests; and are subject to a minimum of 6 guests. All prices are based on costs prevailing at the time of the quotation and are conditional upon market availability. Prices are subject to variation in the event of changes to numbers of guests.

Confirmation of final numbers must be given not later than 4 working days prior to the event, after which time any decrease in numbers cannot be accepted and the full charge will be made, Citrus Catering will notify the Client promptly of any price changes or variations to the quotation.

Final Numbers

Invoices are based on the final numbers confirmed not later than 4 working days before the function, or on the numbers catered for, should this be higher. Should the numbers decrease within 4 working days the higher, original figure will be charged for. Should the numbers rise during this time, we reserve the right to charge a re-booking charge. This fee will be calculated on a 15% charge on all costs relating to the increase, i.e. staff, food, drinks, and equipment. This is to consider additional ordering and kitchen time and any penalties levied by our subcontractors.

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Deposit

A deposit is due before the event, or as soon as the booking is made, whichever is closest to the event date. All deposits are non-refundable, but we will endeavour to rearrange your date if your event is cancelled. **Deposit required is 10% of the final cost for the event.** Payment may be made by sterling direct transfer to Citrus Catering's bank account.

Cancellation

Cancellation charges are payable, for cancellation of any event or part event which has been confirmed by the client and or where food, material and labour cost have already been incurred.

Please note that these charges apply to any freelance work being carried out by Citrus Catering and any day rates or hourly rates stated.

The following charges will apply:

Within 14 days of event 25% of the quoted price

Within 7 days of event 50% of the quoted price

Within 2 working days of event 100% of the quoted price

Any liability to sub-contractors or other direct costs or expenses incurred on behalf of the Client will also be charged to the Client.

CANCELLATION BY Citrus Catering

Citrus Catering reserves the right to terminate this contract for any valid reason.

If Citrus Catering terminates this contract before thirty (30) day period prior to the event date, all deposits and prepayments will be returned in full within ten (10) days.

If Citrus Catering terminates this contract within the thirty (30) day period prior to the event date, all deposits and prepayments will be returned in full within ten (10) days as well as an additional £50 as penalty.

Final Invoice

The final invoice will need to be settled 4 days before the event, failure to pay final invoice and clear balance on this date will run the risk of Citrus Catering not turning up to the event until the balance has been paid in full. Payment may be made by sterling cheque or direct bank account transfer to Citrus Catering's bank account. Citrus Catering reserves the right to charge interest at 8% above base rate per annum or the monthly equivalent on all outstanding balances.

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Complaints

Any complaint shall be made promptly and, in any event, must be received at Citrus Catering's address in writing not more than 7 days from the date of the event concerned.

Beverages

The client to supply all own beverages unless stated otherwise.

Force Majeure

No liability is accepted by Citrus Catering for failure of performance due to strike, lockout, hostilities, Covid-19 or any other circumstances outside the control of Citrus Catering.

Signed (The client)

SignedCitrus Catering..... (Citrus catering)

Date -

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