

# TERMS & CONDITIONS 2009

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## Definitions

- **Abbotside Events** – Abbotside Events, Spenrigg, Askrigg, Leyburn, North Yorkshire, DL8 3DX
- **Force Majeure** - Any mechanical breakdown, flood, fire, storm, tempest, act of war, terrorism, Government restriction or act of God which may cause the hirer's premises to be inaccessible or closed temporarily or otherwise or the function to be interrupted or the supply or movement of meat to be restricted or prohibited
- **Hirer** - The organisation and/or the individual in whose name the booking is made.

## Quotations.

- All quotations are valid for 14 days. Prices can and may be subject to change

## Booking confirmation.

- To confirm a booking and secure your function date a deposit of 15% of the total catering charge is required. A confirmed booking constitutes formal acceptance of these terms and conditions. Deposits are received to book catering staff and allocate equipment to your event. Booking your event closes our availability to other clients and is therefore a deposit is not refundable. Hirers may wish to investigate obtaining specialist event insurance which may cover cancellation circumstances.
- For hog roast machine hire we require a further £100 deposit which will be refunded on collection a machine that is CLEAN and undamaged. Any damage that will cost more than £100 to repair will be invoiced accordingly to the hirer.

## Payment

- Payment of the 15% deposit is due within 7 days of the invoice date.
- For bookings in excess of £3,000 or when china and cutlery is hired in, we require a further 35% to reach us 14 days before the event.
- All outstanding balances have to be paid prior to the event day or balance in **cash** on arrival. We cannot accept un-cleared cheques on the day of the event.
- We understand and will exercise our statutory right to interest under the Late Payment of Commercial Debts (Interest) Act 1998 if we are not paid according to agreed credit terms.

## Cancellation

- Notification of cancellation should be made by telephone and confirmed in writing and will be effective on the date received by Abbotside Events.
- In the event that the hirer cancels the booking, the following cancellation charges will apply:

Less than three months written notice 33% of the final balance  
Less than two months written notice 50% of the final balance  
Less than 21 days written notice 100% of the final balance

## Access & Catering area

- We need access for a Luton Transit van which is 10ft high and 7.5ft wide, this includes any lanes / small roads which must be travelled on to reach your venue. We are not liable for damage to property due poor access. Any damage to our vehicle caused by poor access will be the responsibility of the hirer.
- Where we are preparing your food on site and in particular with larger multi course functions we need adequate catering space. If you using a marquee it is normal for your marquee hire company to ask you what your caterers require in the form of a covered catering area, for a 100 person wedding we would need about 300 sq feet. We can provide our mobile kitchen which will supplement larger events and provide sufficient area on its own for smaller events. The hirer is responsible for providing clear access with a well lit clear path to and from the catering or marquee areas. The catering or marquee areas must be fit for the purposes of catering, and or housing staff.
- Our hog roast machines are 190cm long, 80cm wide and 90cm high. We need a level access wide enough to wheel them into a flat position for cooking and or serving. The machines emit a lot of heat and as such we need clear space (150 cm) around the sides for health and safety reasons.
- A parking space is required at the function. With ease of access to the cooking area. All parking permits/fees are to be met by the client.
- If the hog roast is to be served at night, adequate lighting is required.
- Our staff need access to toilet facilities and hand washing facilities; it is the hirer's responsibility to provide these.
- For larger functions we may need access to power supplies to run our equipment.

## Allergies

- Any special allergies must be made know to us by separate letter addressed to "The Manager" prior to your event. This will ensure that special dietary requirements are adhered to in respect of food preparation. On the day of your event any guests with special pre-arranged dietary requirement should make themselves known to the chef or supervisor in charge of your event.

## Shelter and weather

- Bad weather such as wind, rain, and sub zero temperatures at your venue will increase cooking times at any event that has not supplied adequate shelter. We can bring gazebo shelters by prior request to events where we are cooking on site (not where we are delivering ready cooked hog roasts) however they are only suitable for fine weather and sheltered locations and not as protection from wind and heavy rain.

## Portions & Timings

- It is vital that you give us an accurate account of the portions/covers to be catered. Accurate guest numbers allow us to provide for all without risk of running out. Our provision of hog roasts and other menu items includes an amount to cater for our staff whilst on site.
- We will ask you at what time you would like service to start and then quote on a set duration for the service. If you request on the day of the event for the criteria to be changed (a later start and/or longer service period) we will endeavour to oblige and still produce quality food; however anything more than 30 minutes will incur a surcharge to cover staff wages. If the resulting changes negatively affect the food quality we cannot be held responsible.