

# First Choice Caterers

## Terms and Conditions 2016

1. Confirmation of all bookings must be made by Letter or Email, along with date and place of your event, also the Non-refundable deposit of £500.00 is required, Payment can be made by Cash, BACS, or Cheque, made payable to "First Choice Caterers".
2. Final numbers must be given at least 14 days prior to your booking and no decrease in numbers will be accepted after that date, payment is due on arrival of invoice.
3. Cancellation within 70 days of the event will be charged at 50% of the total cost. For cancellations of less than 30 days you will be charged 100% of final invoice. All cancellations must be in writing and confirmed.
4. There is no charge for Children under 2 years that are not eating. Children aged 2 – 12 years will be half price, and Children aged 12 years and upwards will be charged the full Adult price.
5. We will endeavour to keep within the menu subject to seasonal availability; in the event that the produce is not available a suitable alternative will be provided.
6. First Choice Caterers currently have 5 stars from South Northants Council as of January 2015.
7. First Choice Caterers must be informed if any of your guests have any allergies or special diets as soon as possible before your event.
8. Visits to the kitchens are welcome and by appointment only. All events will need a site visit by one of our team.
9. Extra equipment i.e. kitchens that may be require for your event, this will be charged. Table cloths /glasses supplied by us will be charged at the standard rate. Any extra charges levied at us by the venue will be passed on to the client.
10. In accordance with the Late Payment of Commercial Debts Act 1999 we will recover any reasonable debt and all recovery costs and statutory Interest for overdue payments.
11. All buffet foods should be removed after 90 minutes in accordance with the current Health and Safety guidelines.
12. Marquees events - Kitchen marquees must be at least 6 x 6 for a full kitchen to be brought in along with power, water and lighting and tables unless agreed before your event.
13. Parking spaces are required at the function with ease of access to the cooking area.
14. First Choice Caterers 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.
15. Unless agreed otherwise in writing the services that we agree to provide to you are only the services specified in your catering package which you have agreed to.
16. Gratuities are totally at your discretion and go straight to the team that works your event.
17. Prices include crockery, cutlery and professional uniformed waiting staff as stated on your catering package.
18. Any equipment, whether owned by First Choice Caterers or hired on your behalf, lost or damaged by you or any guest will be charged at the full replacement cost.

***Please Print And Keep A Copy of the above For Your Reference***

**Please sign and return to First Choice Caterers along with the booking deposit, we will then confirm your booking.**

I would like to place a booking with First Choice Caterers. I confirm that I have read and fully understand the terms and conditions set out above. I have enclosed the deposit cheque for £500.00

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Please sign here

Date ...../...../2016

Full Name: .....  
Place of Event: .....  
Date of Event: .....  
Email/Phone: .....  
Full Address: .....  
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.....  
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First Choice Caterers,  
Units 17 & 18,  
The Old Milking Parlour,  
Glebe Park Farm,  
Farthinghoe,  
Northants. NN13 6DN

**Tel: 01280-702469**  
[www.firstchoicecaterers.co.uk](http://www.firstchoicecaterers.co.uk)