



## Salted Orange Food Company LTD Terms and Conditions

These terms and conditions aim to protect all parties through a better understanding of contractual obligation and legal obligations of both the client and venue when confirming a booking.

### **Bookings/Reservations**

- All initial and subsequent telephone reservations must be confirmed in writing by you. The confirmation must include all requirements. All bookings are considered provisional until both the client and Salted Orange Food Company LTD sign the contract. All bookings are subject to the terms and conditions of the contract. Once the contract is signed, and minimum numbers agreed. This will then constitute a legally binding contract.
- No booking submitted by you shall be accepted or deemed to have been accepted by us unless we have acknowledged it in writing.
- You agree that in entering into the agreement between us you shall not rely on any statement contained in any brochure, price list or sales literature or any other representation or understanding (whether oral or in writing) which is not included or referred to in this document. For the avoidance of doubt however you may rely on any quote given to you during the period of 30 days prior to you placing an order with us.
- Provisional bookings will be held for 2 weeks before release.
- Salted Orange Food Company LTD needs to be advised in writing of the estimated number of guests and menus required 2 months before the function. Final numbers must be given 5 weeks before the date. This is the minimum number you will be charged for.
- If numbers attending fall more than 20% below those originally booked, the right is reserved to charge a cancellation fee, or adjust the price to fore fill your requirements.
- Any variation in booking, guest numbers, and/or arrangements must be confirmed to Salted Orange Food Company LTD in writing.
- A copy of a credit or debit card number must be obtained on all bookings NB: American Express is not accepted.
- We are not responsible for the purchase or hiring of any electrical, covering(s), storage and water utilities for your event(s) e.g. catering tent and generator.
- We are required to have sufficient access to the site at all times with appropriate passes if required, the minimum catering tent size required is 6mx3m which we do not provide.



- Power requirements – we prefer to operate with a generator using the minimum 20kw.
- We must have access to potable water, this would need to be pointed out on site, if this is not possible we can bring **drinkable water** for a cost of £10 per 5l. We use approximately 100l during an event.
- We would require a **6mx6m marquee tent** with carpet flooring or matting. Power wise we work off **20kw standard spilt over 6 plug sockets (3kw draw on each standard uk plug socket)**

#### **Payments/ Cancellation/Postponement**

On confirmation of your booking a deposit of 20% of the estimated event value is required. This is non-refundable. A further 10% will be required on your tasting.

Full pre-payment is required 5 weeks prior to the day of the event.

All prices are exclusive of VAT at the current rate where appropriate and are subject to the rate in operation at the time of the function.

Upon acceptance and confirmation of your booking by Salted Orange Food Company LTD, a legally binding contract exists. If you are forced to cancel your booking for any reason, we reserve the right to make a cancellation charge.

The following cancellation charges apply:

With the monthly payment system based on the number of months until your event. Any monies paid with be non-refundable.

Cancellation within **4 months** of your event will incur **100%** of the predicted fee.

If the event is cancelled for any reason any monies paid beforehand not mentioned above shall be non-refundable.

Salted Orange Food Company reserves the right to cancel an event should they see fit. (for example – if the reputation of SOFC would be put at risk due to possible affiliation with client, if the safety of staff or property of the business was threatened)

Salted Orange Food Company LTD cannot be held responsible or liable for Force Majeure or any unforeseeable acts of nature.



Any government changes or laws that come into effect temporary or permanent is out of our control we will not be responsible any loss or change to your event.

If you add any additional products before the event and as such do not pay until after the event it will cost an additional 5% per week until paid.

#### **Deferment**

Any event booked is for the date intended, Salted Orange fees will still be due at the original time of 5 weeks prior, we reserve the right to move your event to an agreeable date with you with a suitable 'deferment fee' to expenses etc. for the newly agreed day. For prices please contact us.

#### **Corkage / bar hire / Misc.**

SOFC will provide if requested any and all bar equipment as agreed via email.

SOFC does not take responsibility for any fixtures where a 'bar' is in place we will do our best to ensure we leave as we find it.

For glassware breakages we accept it will happen but if more than 5% of the total amount brought to your event is broken, we reserve to charge you **£50 per 12 glasses**.

#### **Corkage**

With regards to wine for the table if you do provide yourself there is no corkage charge however this is for one bottle of red and one bottle of wine per table (based on 10 guests per table) any additional wine purchased for the table will leave you a corkage of £10 per bottle.

Welcome drinks and toast drinks if agreed to be provided by yourselves will incur a charge of 50p per glass hire and is limited to one per guest any additional top up and or service will incur a charge relevant to the cost of Labour and at the discretion of SOFC.

For the champagne or prosecco, we count this as 6 glasses per bottle for corkage any excess will also incur a surcharge of £10 per bottle.

Venues such as **Aswarby rectory** automatically do not incur corkage, if you are in doubt please ask for confirmation from SOFC.

#### **Misc.**

If SOFC agrees to handle any Drinks for the cooling of them, we accept no responsibility for breakages, loss or accidents which may happen. We would do our best to replace if it was above an reasonable amount.



### **Ale**

We at SOFC will provide barrels of ale for your event as requested and agreed upon, the full cost of the barrel will be covered by the client and will either be sold at a discounted price or refunded the difference once 50% of the barrel has been sold

### **Linen**

If you choose SOFC to hire linen from, we will provide the agreed amounts as per the clients invoice, any additional required on the day will be charged at **£15+VAT** for late order and handling.

We use a professional cleaning company for our linen, this is generally a fantastic service however on rare occasions there maybe some slight marks / spots on, we will endeavour to replace these as soon as possible.

### **Social Media / Advertising**

SOFC reserves the right to use any digital platforms for the advertising and promotion of their business using your proposed event. We will not use any photo provide by yourselves without the express permission of the copyright holder, we are of course sensitive to the matter and any faces or people wishing not to be apart of this have the right to inform and we will endeavour to remove or blur as appropriate.

### **Wastage / Rubbish**

SOFC will manage all rubbish brought onto site from themselves, SOFC is not responsible for anything the client provides.

### **Additional on the day management**

We at SOFC want to ensure your day / event is an excellent and enjoyable as possible, this is why we require as much information prior to your event to ensure a smooth operation.

Any last-minute requests must be made 24 hours in advance, unless specified SOFC is responsible for the service of the client's food, drink (as requested) and the service of the items.

Products such as dealing / managing other suppliers, assisting in moving or organising items other than what has been provided by SOFC. SOFC of course will assist with bringing your event together with in the scope provided. If SOFC feel this gratuity is being abused SOFC has the right to charge a **£200** event management fee.



**Change to terms**

SOFC has a right to change our terms and conditions at any time.

**Supplier meals**

Any supplier meals provided by SOFC will be managed and served **AFTER** the guests have been served, whilst we appreciate everyone has jobs to do, SOFC sole responsibility is to our clients to ensure they have the best meal possible. If the client would prefer a different option, please confirm in writing to SOFC before the event.

**Sort Code: 09-01-28**

**Account No: 72684781**

On behalf of Salted Orange

Salted Orange Food Company LTD

Name Sam Owen

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Client Signature, Name and Date

**Our bank details**

**Name: Salted Orange Food Co.**