



## 1. How to make a reservation

*If you are happy with our quotation, we have provided; which contains details of the food and additional services that we will provide, then you can make a provisional reservation by accepting our quotation via a return acceptance e-mail. All bookings are provisional until we have received your deposit of 20% which reserves your booking time and date. Variations on this deposit amount can be made by written agreement only.*

## 2. Conformation & Deposit

*Upon receipt of your deposit of 20% of the estimated value, your event is confirmed. With your deposit we would ask you forward it to the bank account at the bottom of the quotation which will now form part of our supply contract. Your payment conformation e-mail will confirm the contract.*

*Full and final payment (unless varied by written agreement) of cleared funds must be made no later than 5 working days prior to the event. Variations regarding numbers and services following this 5 day's deadline are at the discretion of BBQ and Buffets and must be agreed in writing.*

## 3. Cancellation Policy

*If you cancel your event following receipt of your deposit for any reason your deposit is non refundable.*

*If you cancel your event four months or more before it is due to take place we will charge you 25% of the total quoted cost for that event or a £100.00 administration fee, whichever is higher. We may have had to turn other bookings away.*

*If you cancel less than two months before your event we will charge 50% of the estimated event total or a £200.00 administration fee, whichever is higher.*

*If you cancel less than one month before your event we will charge 100% of the estimated event total or a £300.00 administration fee, whichever is higher.*

*Please be sure you are happy with these terms prior to paying any deposit which constitutes a binding contract.*

## 4. Additional information

*The client shall be responsible for the orderly conduct of guests at your event.*

*BBQ and Buffets accepts no responsibility for loss or damage to any item of equipment, furniture, stock or other property that is not owned by BBQ and Buffets.*

*Large range of Equipment is available for hire. There is an additional charge for equipment hire unless otherwise indicated in our quotation. Equipment hire is 100% payable at point of booking and is non refundable if cancellation occurs.*

*Lost, stolen or Broken equipment is chargeable at 4 times the hire charge rate for that item of equipment*

*All BBQ and Buffets prices are based on a minimum of 25 people and include quality disposable plates, napkins and display equipment.*

*All utensils and display equipment are provided free on loan – breakages or non returned items will be charged for.*

*All BBQ and Buffets prices include disposable plates, napkins and display / clearing away.*

*Sorry but we do not offer credit unless by prior agreement.*

## 5. Insurance

*BBQ and Buffets has employee liability, product liability and indemnity insurance - this insurance does not cover you or your client's valuables, products, goods and equipment.*

## 6.