

Caffi'r Oriel Catering Contract

Please review our Catering Contract and consult with the Catering Manager before reading and signing this contract.

Guaranteed Attendance

For groups less than 25: A final count must be received 3 full working days (when applicable) prior to the event. This count becomes your guaranteed number and is not subject to reduction. Increases to your guarantee number above 10% are subject to approval.

For groups above 25: Final count for an event, which becomes your guaranteed number when calculating the bill, must be received 7 full working days prior to the event. If attendance falls below 80% of the guaranteed number, 95% of the total bill will be charged. If attendance is more than 10% above the guaranteed number, we will make every effort to accommodate your group. However, we cannot guarantee availability of additional items as specified in the original order and will substitute accordingly.

Late Bookings

We encourage placing your order as early as possible. A minimum of two weeks planning is required for some meals. We reserve the right to refuse events that are requested late or exceed our capacity to provide the service. For Weddings, we suggest making catering arrangements at least 6 weeks in advance. We will of course make every effort to accommodate late bookings.

Cancellation Fees*

For groups up to 25: Any cancellation received 3 work days prior to the event date will be accepted without charges. Cancellation on the day of the event will result in a charge of 80% of the total bill.

For groups 25 to 99: Any cancellation received 5 workdays prior to the event will result in a charge of 50% of the total bill. Cancellations on the day of the event will result in a charge of 100% of the total bill.

*Wedding Receptions

Cancellations received 60 to 90 days prior to the event will result in a 30% charge of the total bill.

Cancellations received 30 days to 59 days prior to the event will result in a 50% charge of the total bill.

Cancellations received 29 or less prior to the event will result in a 100% charge of the total bill.

Payment

We respectfully requests payment in advance. Payment may be made in cash or cheques payable to "Caffi'r Oriel". 17.5% VAT will be added to all applicable cooked meal items.

***Wedding Receptions** - 75% of the full catering costs are to be paid 30 days prior to the Wedding with the remaining 25% to be settled a minimum 7 days prior to the Wedding date.

Flowers/Equipment

We reserve the right to charge for any missing flowers and damaged or missing equipment attributed to individuals attending the catered event.

Unused Food & Beverages

Any leftover food or beverage remains the property of the catering department.

Food & Beverages

All food and beverages will be prepared and supplied by our catering department. Please consult with the Catering Manager for special needs.

Alcohol

We reserve the right to refuse service at any event. We reserve the right to close the bar service.

Catering Reservation

Please review your catering reservation. Contact the Catering Manager at (01758) 740763 to make changes or corrections. Please return a signed copy to the Catering Manager via fax, mail or e-mail.

Catering Contract

Catering reservations are valid for up to one calendar year. A signed copy of this contract must be on file in our offices in order for the contract to be valid.

Name Of Event: _____

Date Of Event: _____

Time Of Event: _____

Customer's Signature _____

Date _____

Catering Manager's Signature _____

Date _____

Caffi'r Oriel
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