



Quote to provide xxx Catering

xxth Month 20xx

Client Name & Address: xxx

Client Contact Number & Email: xxx

Date required: xx Month 20xx

Location: Full address inc postcode

Number of Guests: xx (to be confirmed seven days before event)

Cherry Catering Company Arrival time: xx

Serving time: xx

Menu

- Choice
- Choice
- Choice

Cost per person – £xx.xx

Based on xx guests

£xx

China & Glasses Hire

Item

xx pence per person

Item

xx pence each

Based on xx guests

£xx

Catering Equipment Hire (from external firm)

Item

£xx

Waiting Staff

Number of staff and approximate hours

£xx

Delivery

£xx

Total

£xx

Deposit due to secure date

£xx

Food and Staff Arrangements

Brief description of services to be supplied, staff duties, facilities expected.

continued overleaf...



Fees

50% of the overall cost is due on confirmation of booking. The balance is payable in full ten days before the event.

Payment can be made either by cash, cheque, card or bank transfer. If paying by BACS, please email info@cherrycateringcompany.co.uk once you have done so. If paying by cheque sufficient time must be allowed for cheques to clear through the banking system prior to delivery.

BACS Details: Natwest, Sort code: 60-04-16, Account number: 87841975

If paying by cheque please make cheque payable to Cherry Catering Company and post to address below.

Postponement/Cancellation

If you need to postpone your event please let us know as soon as possible by telephone and confirm in writing, you can use your entire deposit amount toward your new date as long as it is rescheduled within six months. Sadly we cannot refund if you cancel your event. We take a deposit as many hours go into the planning of your event to ensure its success, often months before it occurs. We will have most likely refused additional events for that day and cannot recoup those we have turned away.

Allergies, dietary preferences & requirements

It is the client's responsibility to notify the Cherry Catering Company well in advance of any special requirements arising from dietary preferences, requirements (Dairy- or gluten- or wheat- free, vegan, vegetarian, halal, kosher etc.) or guest's allergies/intolerances in relation to:

- i) Cereals containing gluten namely wheat (such as spelt and Khorasan wheat), rye, barley, oats and their hybridised strains and products thereof
- ii) Crustaceans and products thereof (for example prawns, lobster, crabs and crayfish)
- iii) Egg and products thereof
- iv) Fish and products thereof
- v) Peanuts and products thereof
- vi) Soybeans and products thereof
- vii) Milk and products thereof (including lactose), except:
- viii) Nuts (namely almond, hazelnut, walnut, cashew, pecan nut, Brazil nut, pistachio nut and Macadamia nut (Queensland nut)) and products thereof except for nuts used for making alcoholic distillates including ethyl alcohol of agricultural origin)
- ix) Celery and products thereof
- x) Mustard and products thereof
- xi) Sesame seeds and products thereof
- xii) Sulphur dioxide and sulphites at concentrations of more than 10mg/kg or 10mg/L (litre) in terms of the total SO₂ which are to be calculated for 12 products as proposed ready for consumption or as reconstituted according to the instructions of the manufacturers
- xiii) Lupin and products thereof
- xiv) Molluscs and products thereof (for example mussels, clams, oysters, scallops, snails and squid)

Other Terms and Conditions

- Rates, prices and discounts published online, in catalogues, lists, mail shots, advertisements and other documents issued by Cherry Catering Company are subject to variation at any time without prior notice.

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- In order to maintain and ensure compliance with food safety hygiene and health and safety legislation and regulations the Client shall not itself provide or engage any person organisation or firm other than the Cherry Catering Company to provide catering services at the premises on the event date unless agreed in writing by the Client and Cherry Catering Company prior to the event date.
- Whilst Cherry Catering Company maintains statutory insurance cover, it accepts no responsibility for any loss, injury, damage or breakage caused by any of its staff. The liability of Cherry Catering Company for a failure to fulfil any contract shall be limited to a waiver of any charges due by the client.
- When Cherry Catering Company are prevented by circumstances beyond their control from fulfilling their obligations, Cherry Catering Company will, by notice in writing to the client, terminate the Contract and return to the client any balance of the payment on account remaining after settlement of all or any costs, expenses or liabilities howsoever incurred in respect of the proposed provision of the services.
- Cherry Catering Company confirms that they have and will maintain appropriate Public Liability Insurance. A copy of the certificate is available upon request. Cherry Catering Company follows strict Hazard Analysis and Critical Control Point guidelines for all food production, handling, storage and distribution and dealings with clients and their guests. Their policy, based on these guidelines, restricts the service of foodstuffs to a maximum of four hours after being removed from refrigeration. Cherry Catering Company advise that all food must be consumed within two hours of initial serving. Therefore any food consumed more than two hours after being served is at the client's discretion and therefore becomes the client's responsibility. When Cherry Catering Company use the client's or third party's kitchen facilities to provide services to the client, the facilities, where possible, will be thoroughly reviewed before the event as part of the planning process. If the facilities are unavailable or found to be unsuitable on the event date for any reason then Cherry Catering Company will accept no liability for cancellation of the event.
- The payment by the Client (or any person on the client's behalf) of any fees, expenses, or other costs shall be taken as acknowledgment and acceptance by the client of these terms and conditions.