

INDIGO FOOD

PASSION FOR FLAVOUR

Standard Terms and Conditions

Indigo Catering ltd are hired under the terms and conditions set out below.

The payment by any person of any fees and charges for such services supplied by indigo Catering ltd shall be deemed to be an acknowledgment and acceptance by such person of these conditions. When the deposit (or full payment depending on timescale) is submitted, a signed copy of these Terms and Conditions should be supplied to confirm this.

Confirmation of your event will be upon receipt (cleared funds) of the requested deposit. Failure to provide a deposit may result in Indigo Catering ltd not fulfilling the agreement.

Payment Terms

As many costs are incurred on your behalf prior to the event date, indigo Catering ltd has the following payment terms:

- A non refundable deposit, based on a minimum of 25% of total quotation costs, is required immediately to confirm your event.
- Depending on the timescale between booking and function date, a second deposit will be due of 25% of anticipated costs six months before the function date.
- Final balance is payable 14 days before the day of your event.
- Outstanding accounts of 30 days will incur interest at 8 % above the Bank of England Base Rate on the total due.
- We are unable to issue any refunds due to reduction in guest numbers once the final balance invoice has been issued. However, we will endeavour to accommodate any last minute additions. Any additional expenses such as an increase in numbers or additional equipment required will become payable in cash on the function date.

Cancellation

In the instance that you need to cancel your event, the following conditions will apply:

- All cancellations must be made, in the first instance, by telephone on 0845 527 0208 and then confirmed in writing or by email.
- If the Client shall cancel or be deemed to cancel the Event one calendar month or more than one calendar month prior to the Event Date specified in the quotation, then the Client shall be liable to pay 50% of the Total Costs in addition to all out of pocket disbursements or costs of indigo Catering ltd in relation to the proposed provision of the Services, credit being

given for any deposits or payments on account already paid. No deposit paid will be returned regardless of the reasons you decide to cancel the booking.

- If the Client shall cancel or be deemed to cancel the Event less than one calendar month but more than one week prior to the Event Date specified in the quotation, then the Client shall be liable to pay 75% of the Total Costs in addition to all out of pocket disbursements or costs of indigo Catering ltd in relation to the proposed provision of the Services, credit being given for any deposits or payments on account already paid.

- If the Client shall cancel or be deemed to cancel the Event less than two weeks prior to the Event Date specified in the quotation, then the Client shall remain liable to pay 100% of the Total Costs.

- Where circumstances beyond indigo control prevent us from fulfilling any obligations, indigo 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. food Safety / Left - over Food Indigo Catering ltd advise that all food must be consumed within two hours of initial serving, therefore any food consumed after two or more hours of it first being served is at the clients discretion and therefore becomes their responsibility. It is our standard practice to remove all left over food from site. By signing these terms and conditions you are indemnifying us in advance from all liability should you wish leftover food to be left on site or you/your guests to take food home with you.

Catering Tents

It is the responsibility of the client to ensure that an adequate area or catering tent with sufficient power, water supply and trestle tables for food preparation and plate clearance are made readily available and located within the food service area.

Barbecues

Although indigo Catering ltd take as much precaution as possible against possible oil/grease marks on patios/decking areas etc, it should be noted that we cannot accept liability for any damage that may be caused.

Spillages

In the event of any spillages of food or drink either directly or indirectly by our staff causing marking or staining to any garment worn by your guests, we will be pleased to cover any dry cleaning charges paid out by your guests to clean said garments as a gesture of goodwill. However, in the event that dry cleaning is not sufficient to remove any permanent staining, we cannot be held responsible for the replacement of said garments and would respectfully suggest that this is claimed for on the individual's household insurance.

Cake Cutting

We are more than happy to cut any cake provided and distribute it to your guests with an evening buffet supplied by us. However, any efforts that we make in this respect are those of goodwill and therefore we cannot accept any liability as to how the cake cuts. Please note however that construction of individual cake boxes and subsequent cake cutting to size and packing into cake boxes is not covered in our service and would be chargeable extra.

Collection of Equipment

Whenever possible an agreement will be made prior to the event regarding delivery and collection of equipment (i.e. glassware, crockery, cutlery, linen tablecloths etc). If any equipment has to be left on site after our staff have left and collected in the following days a collection charge may be made or equipment can be returned to our premises free of charge.

I/we the undersigned agree to the Terms and Conditions as above

Signed :

Print Name :

Date :

(please keep one copy for your records and return the 2nd copy with your deposit)