

Service contract

Organiser:.....

Event:.....

Full Address of venue:.....

.....

Post code:.....

Date of event:.....

Caterer arrival
time:.....

Time of guest
arrival:.....

Buffet service time (time guest are eating):.....

Event ending time:.....

Organiser home address:.....

.....

Contact number:.....

Colour code:.....

Number of guest:.....

Cost per head:.....

Total cost:.....

Deposit:.....

Balance due:.....

Menu selection:

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Services includes hall decorating, preparation of food items of the menu list, Waiting service I.E: constant replenishing of food on the buffet table, tidying guest table after eating , Making sure the kitchen is clean as we met it and finally staying till the end of the event.

Terms and condition:
Under the Food Safety Act 1990 All food prepared for public consumption must be prepared within 'Authorised Premises,' that is a kitchen that has been inspected by a government official and certified as having met trading standards. Thus because we are unable to verify this, we are unable to serve food that has been prepared by someone other than E H Scott catering services.

If you wish for any additional food to be served you will be required to list down all the food items in this contract detailing what has been agreed negating EH SCOTT CATERING SERVICES from any obligation and responsibility in the unlikely event that something untoward happens. In addition to the above please be aware that EH Scott catering services is also not responsible for washing and lost of utensil from families or friend.

List of food items

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Signature :

.....

Full Name:.....

Date

Unauthorised guest:

For the smooth running of your event please be aware that E H Scott catering services under no circumstances will allow any unauthorised person in the kitchen for the entire event due to health and safety regulation

Toilet cleaning

PLEASE NOTE OUR DUTIES IS TO PROVIDE A CATERING SERVICE. DUE TO HEALTH & SAFETY REGULATIONS, WE WILL UNDER NO CIRCUMSTANCES PROVIDE A TOILET CLEANING SERVICES

Event end times

Before the event finishing time, we are require a minimum of (2) hours to complete sufficient clearance and tidying the hall (This will help with the return of the venue deposit)

A 75% deposit is required, five weeks prior to the event and balanced to be settled two weeks before the event. After 75% deposit any cancelation will be lead to be 25% cancelation charges.

PLEASE NOTE – IF FULL PAYMENT IS NOT MADE BEFORE EVENT DATE; WE WILL NOT BE ABLE TO DO YOUR EVENT.

Any additional guests that are provided in the event will be charged at £25. 00 per head.

Any additional tables/chairs that are provided for the event will be charged at £25.00 per head.

Any additional hours to the event finishing time will be charged at £12.50 an

hour for each staff.

It is very important that the numbers of guest are accurate as possible, to avoid any embarrassment due to food shortages or lack of table space.

Although we always do our utmost to cater for extra eventualities. We will not be held responsible for any miscalculation in number of guests catered for, or space shortage.

EH Scott catering services will make every endeavour to provide you with a first class customer service experience.

Please help us to make this a memorable event.

Full name of organiser:.....

Signature of organiser:.....

Date:.....

Full name of caterer: Mrs Ebun H Scott Signature of caterer:

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Address of caterer: 465 Fellows court, Weymouth Terrace London E2 8LE

Payment method

Mrs E H Scott
Acc 43059936
Sort code 20-41-50
Barclays Business Account