

Design House *Outside*

Event Catering & Franchise Management Company

TERMS AND CONDITIONS OF BUSINESS

Weddings, Private Dining, Corporate Entertaining, Hospitality Events, Event Planning

BOOKING

Once a provisional reservation has been made an option on the date will be reserved for 14 days after which the reservation will be released automatically if a deposit has not been received

To secure a reservation we require a non refundable/non transferable deposit. For bookings over the final value of up to £1500 and over, a deposit of £500, for bookings of the final value being between £750 and £1499 a deposit of £250 and for bookings with the final value of up to £749 a deposit of £100, the completed booking form and terms and conditions signed by both parties.

The client should make an appointment if possible, approximately 8 weeks prior to the event to discuss final choices, table plans, place cards and final numbers for the days functions are required 7 days before the function, (final plans can be discussed in some cases via e-mail or by telephone) failing to give final numbers will result in the full price originally quoted for being charged.

Design House Outside advises that the organiser(s) enter into an insurance policy which will provide cover in the event of any unforeseen circumstances.

Design House Outside will not be liable for anything out with the company's control or any act of god, force Majeure, third party involvement or any suppliers recommended by the Design House Outside.

PAYMENT

Prices are applicable from 1st April for a twelve month period, prices may change thereafter in respect of current climates, all prices charged will be those for the current year regardless of when the function was booked.

A pro forma invoice will be issued 6 months prior to the date of the function based on the figures provided on the booking form. 25% of the total balance will be payable by return.

A further pro forma invoice will be issued 4 months prior to the date of the function based on the figures provided on the booking form. 50% of the total balance will be payable by return.

A final pro forma invoice will be issued 4 weeks before the event for the total amount. Full payment of the total balance must be paid 3 weeks prior to your function. This invoice will be based on the numbers given by the client and will cover all costs such as Marquee hire, food, reception drinks,

entertainment, wines and staff. A 10% service charge will be added to the food and beverage element of the bill and is left to your discretion.

Final numbers should be advised 7 days before the function and this will form the basis of the final account. The charge to the client will be based on either the actual numbers attending the function or the 'minimum agreed numbers' on the booking agreement, whichever is greater.

If after the event there is an outstanding balance it should be settled on departure. Should the final invoice indicate a credit balance this will be returned to the client.

BOOKING AGREEMENT

Date of function

Name/s of organiser/s

Address

Post Code

Email Address

Day Time Telephone No Evening Telephone No

Type of function

Food Required

Wedding Breakfast BBQ Bowl food Canapés Fine Dining

Hog Roast Finger +Fork £6.50 Finger and Fork £8.50 Cold Buffet 1

Cold Buffet 2 Cold Buffet 3 Hot Buffet 1 Hot Buffet 2 £10 Luncheon

Do you require a bar Yes No

If yes is it an Open bar or pay bar

Do you require drinks on arrival, wine on tables, sparkle to toast Yes No

If Yes please in provide details of drinks required

Function start time

Minimum Agreed number of Guests

Number of staff required
(To be filled in by Design House Outside)

Marquee Required **Yes** **No**

If Yes we will contact you to discuss sizes and prices

Entertainment required **yes** **No**

Please indicate what type of entertainment you are looking for, we can provide most things for example, fire jugglers, laser clay pigeon shooting, Tribute bands, magicians, DJ.

Do you require flowers/table decorations **Yes** **No**
(If yes we will contact you for more details)

Do you require a celebration cake Yes No
(If yes we will contact you for more details)

Do you require chair covers Yes No
(If yes please indicate how many)

Additional information

ANTICIPATED REVENUE (To be filled in by Design House Outside)

Marquee Hire	<input type="text"/>
Drinks Package	<input type="text"/>
Wine Package	<input type="text"/>
Food Costs	<input type="text"/>
Entertainment	<input type="text"/>
Staff	<input type="text"/>
Equipment hire	<input type="text"/>
Chair Covers	<input type="text"/>
Cake	<input type="text"/>
TOTAL	<input type="text"/>

CREDIT CARD DETAILS

CARD TYPE	VISA <input type="checkbox"/>	MASTERCARD <input type="checkbox"/>	DEBIT CARD <input type="checkbox"/>
NAME OF ISSUER	<input type="text"/>		
CARD NUMBER	<input type="text"/>		
START DATE	<input type="text"/>		
EXPIRY DATE	<input type="text"/>		
THREE DIGIT CVV SECURITY No	<input type="text"/>		

A 10 % service charge will be added to the food and drink element of the final bill, this is a discretionary charge to the customer. If paying by credit card a 3% charge will be made on all transactions over £200

WE CONFIRM THAT WE READ AND ACCEPT THE TERMS OF BOOKING AND ACCEPT THEM JOINTLY AND INDIVIDUALLY. WE ENCLOSE A NON REFUNDABLE DEPOSIT OR FULL PAYMENT OF £ MADE PAYABLE TO LEE STEVENS MARSHALL.

Customer Signature.....

Print Name.....Date.....

Design House outside Signature.....

Print Name.....Date.....