

TERMS AND CONDITIONS

Please read the following terms and conditions carefully. If you have any questions please do not hesitate to contact us.

Quotations

- Quotations are provided as a charge per head.
- A guaranteed number of guests is required to be supplied by the customer at least 7 days prior to the date of the function. Should numbers drop greatly then a revised quotation may need to be given.
- Charges are based on our current price list and menu selections and are subject to VAT unless otherwise stated.
- Any unconfirmed quotation will remain valid for a period of three months after which time we reserve the right to review the price quoted.

Payment

- A deposit of £250.00 is payable to confirm a booking. A further 75% of the total charge is to be received at least 14 days prior to the date of the function
- The remainder of the charge will become due on the day of the function when a final account will be provided. In the event of the final account not being supplied on the day of the function or an additional account for any extra items is required, payment is to be received within 7 days of the date of the invoice.

Insurance

- We hold full public liability insurance to cover catering services, equipment and staff provided by us. However, it shall be the customer's responsibility to arrange adequate insurance for all other risks arising from the function.
- We accept no liability for any loss or damage from any event beyond our control or which we are unable to prevent by the exercise of reasonable diligence.

Cancellation

On the cancellation of an order a fee will be charged according to the time of the notification, as follows:

- Not less than 30 days prior to the date of the function - 25% of the total
- Between 30 days and 7 days prior to the date of the function -50% of the total
- Between 7 days and the day immediately preceding the date of the function - 75% of the total
- On the day of the function - the total fee.

Call **01473 462989**

Email info@caterhireipswich.co.uk

Visit caterhireipswich.co.uk

PAYMENT DETAILS

Hatfields Catering accepts payment via cash, debit / credit card, bank transfer and sterling cheques. Payment should be made before the date of your hire, unless otherwise agreed.

You can make a payment by the following methods:

Cash

We accept cash payments, which can be made to the office during opening hours.

Debit / Credit Cards

We accept the following Debit and Credit Cards: Visa, MasterCard, Switch, and Maestro. We do not accept American Express. To pay by this option please phone the office with your card details.

Cheque Payments

Payments via cheque should be made payable to our sister company 'Cater Hire (Ipswich) Ltd' and posted to our address:

Cater Hire (Ipswich) Limited
Unit 9 Dales Court Business Centre
Dales Road
Ipswich
Suffolk
IP1 4JR

If paying by cheque sufficient time must be allowed for cheques to clear through the banking system prior to delivery.

Bank Payments

To pay via BACS our details are as follows:

Sort code: 30-94-55
Account number: 04678789
Lloyds Bank Plc