

Cottage Cuisine - Terms of Trading

1. After confirming with Cottage Cuisine that the dates and your requirements can be met, could you please:
 - i. Complete and sign the booking form.
 - ii. Sign these terms of trading.
 - iii. Print the appropriate menu, indicating your choices (tick and/or circle selections).
 - iv. Send the above to Cottage Cuisine with a cheque for £50 made out to **Angela Driscoll**; this is a non-returnable deposit.
2. Fifty percent (50%) of the outstanding balance is required one month before the event.
3. Final numbers are required one week before the event. Minor additions can be accepted up to 48 hours before.
4. Many dishes on our menus contain dairy products, nuts, wheat and nut extracts. *Special dietary needs can be accommodated but must be given at the time of order.*
5. Some items on our menus are subject to availability and maybe altered without notice.
6. Cottage Cuisine reserves the right to alter prices without notice. Prices can only be guaranteed up to three months from the quotation date and six months after the order date.
7. Settlement of the account is required on completion of the function when a final invoice will be supplied.
8. The client will be held responsible for any damage to property owned, leased or hired by Cottage Cuisine, which is caused by inappropriate behaviour of their guests.
9. While we take every precaution with regard to security and safety at our premises and with goods in transit, Cottage Cuisine cannot accept *any* responsibility for loss or damage caused by any means whatsoever to stock in our control, which has been supplied by the client.
10. For all delivered and collected menus Cottage Cuisine do not accept liability for the consequences of unhygienic practice related to the food once out of our control.
11. All excess food at the end of an event, remains the property of Cottage Cuisine until paid for. Food which is deemed unsafe due to time period out of refrigeration will be removed and disposed of in order to comply with food hygiene act 1992. Other food will plated up on clients own platters/dishes, covered in cling film and put into a fridge. Cottage Cuisine accepts no responsibility for the food that has been left with the client. Signing this form releases Cottage Cuisine from any liability.
12. Upon cancellation the £50 deposit is retained by Cottage Cuisine, in addition:
 - i. Up to one month before the date, 25% of any fee paid is refunded.
 - ii. Up to one week before the event, 10% of any fee paid is refunded.
 - iii. Anytime within the week prior to the event, all fees paid are retained.

Date of function:

Client's name:

Client's signature:

Date: