



TERMS AND CONDITIONS

1) Booking your date with The Sundial Kitchen

a) All event bookings must be confirmed in email by the client.

b) All bookings are subject to minimum guest numbers

2) Deposits and payments

a) A £100 refundable Holding Deposit invoice will be provided to the client in email by The Sundial Kitchen once your booking confirmation is received. Payment of this will secure your date with us. This Holding Deposit will be deducted from your Final Payment . This is refundable in full up to 4 weeks prior to the event.

b) Payment in full is required for all catering services to be provided by The Sundial Kitchen prior to the event.

c) The information provided at this point will be used to produce your Final invoice. The Final invoice payment must be received no later than 2 weeks before the event

e) Should The Sundial Kitchen be advised of any changes to event requirements, including the reduction of guest numbers up to 10% of initial numbers quoted or more, The Sundial Kitchen will reserve the right to cancel the event or quote a new price per head. However should increases occur due to additions once payment of Total Event Cost invoice has been received The Sundial Kitchen will raise these costs on the Final Invoice

f) Payment can be made with bank transfer via BACS

3) Cancellation and Postponement Charges

a) In the unfortunate event of a booking having to be cancelled or postponed, confirmation in writing will be needed by the client. Your deposit will be retained and the following charges will be incurred

- I. Cancellation received any time after holding deposit payment - 10% of total event cost
- II. Cancellation received within 14 days of event - 30% of total event cost
- III. Cancellation received within 7 days of event – 50% of total event cost

b) The Total Event Cost Invoice will be based on the final number of guests scheduled, at the agreed price per head

c) Any additional costs incurred by The Sundial Kitchen in preparation of the event up until the time of cancellation will be charged to the client. This is to cover any losses caused to The Sundial Kitchen for administration costs, travel, supplies etc, and will be discussed fully in the event of cancellation

4) Dietary Requirements and Allergies



a) The Sundial Kitchen will endeavour to provide suitable adaptations to the clients menu for any guests with special dietary requirements or allergies. We cannot however take responsibility for any guests unless advised in advance (no less than 14 working days prior to the event). Allergen sheets will be available on request at all events.

5) Client's Food and Drinks

a) We accept no liability for any food supplied to the client by another caterer (or food products suppliers by the client themselves) in addition to those arranged by The Sundial Kitchen

b) The Sundial Kitchen are not responsible for any food eaten after the recommended 2 hour buffet window is over. We do not recommend any food is kept or eaten after being kept at room temperature for longer than this and take no responsibility for any harm caused outside of this time frame.

6) Client's use of The Sundial Kitchen and hire company's property and clients personal property or gifts

a) The client agrees to pay for any loss or damage to any equipment, crockery, cutlery or glassware supplied by the hire company for the event, including any issues caused by the client guests. This includes any damaged linen as a result of the use of candles or wine spillage or felt tip pens.

b) The Sundial Kitchen will not be held responsible for the theft, loss or damage to any personal effects of the client or gifts brought onto premises by the client guests

7) Liability of The Sundial Kitchen

a) The Sundial Kitchen accept no liability under any claim whatsoever arising (be it by negligence or otherwise) for any loss over the figure of the existing The Sundial Kitchen Public Liability Limit of Indemnity. Note that this figure which may change from time to time, is available upon request together with a copy of our certificate

8) Force Majeure

a) The Sundial Kitchen shall incur no liability to the client if performance of the contract is prevented or hindered by any case whatsoever beyond The Sundial Kitchen control and in particular but without prejudice to the generality of the foregoing, by act of fire, flood, subsidence, sabotage, accident, strike, or lock out and shall not be liable for any loss or damage resulting there from suffered by the client

The Sundial Kitchen reserve the right to change our Terms and Conditions when necessary due to the continual evolving nature of our business. It is your responsibility to ensure that you are up to date with our Terms and Conditions which are available on www.thesundialkitchen.co.uk