



# Pasetti & Boote

## TERMS AND CONDITIONS

### 1) Booking your date with Pasetti and Boote

- a) All event bookings must be confirmed in email by the client. A non-refundable deposit is required to secure Pasetti and Boote for the date of your event
- b) All bookings are subject to minimum guest numbers, these will be confirmed in email by Pasetti and Boote to the client. Generally these are based on a maximum 10% reduction of numbers from the original quote

### 2) Deposit

- a) A full cost breakdown will be provided to the client in email by Pasetti and Boote once your booking confirmation is received along with this a Holding Deposit invoice of £500. Payment of this will secure your date with us. This payment will be deducted from the Total Events Cost invoice from Pasetti and Boote
- b) The Total Events Cost invoice will be the total events cost minus the Holding Deposit invoice payment sent to the client for payment no later than 7 days prior to the event
- c) Payment can be made with bank transfer via BACS

### 3) Equipment hire

- a) Pasetti and Boote will organise a quote from an equipment hire company local to your venue and forward these invoices directly to the client for payment. Pasetti and Boote will not be responsible for payment of any equipment hire company invoices
- b) 50% of equipment hire invoice will need to be paid to hold the date
- c) The remainder of the equipment hire invoice will need to be paid no later than 14 days prior to the event
- d) A breakages and losses equipment hire invoice will be issued by the hire company after the event for payment by the client

### 4) Booking Confirmation

- a) Payment of the Holding Deposit will secure your date with Pasetti and Boote

### 5) Variations to the Price

- a) All bookings are subject to minimum guest numbers
- b) Pasetti and Boote will send updated Total Events Cost drafts to the client as

changes to costs are made such as evening food, guests numbers etc.

#### 6) Payment of all invoices prior to event

a) Payment in full is required for all catering services to be provided by Pasetti and Boote prior to the event. Final guest numbers must be confirmed to Pasetti and Boote no later than 14 days prior to the event

b) The information provided at this point will be used to produce your Total Event Cost invoice (the remaining 50%) The Total Events Cost invoice payment must be received no later than 7 days before the event

c) Should Pasetti and Boote be advised of any changes to event requirements, including the reduction of guest numbers up to 10% of initial numbers quoted or more, Pasetti and Boote 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 Pasetti and Boote will raise these costs on the Final Invoice

d) After the event any further costs (extra guest numbers agreed beyond the cut off point, extra staff hours due to times running over/any cash costs that have been incurred on the day for the wedding party etc) a Final Invoice shall be sent to cover these costs. Payment of the Final Invoice must be made within 7 days of receipt

#### 7) 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 - £500 holding deposit
- II. Cancellation received within 6 months days of event - 30% of total event cost
- III. Cancellation received within 2 months of event - 50% of total event cost
- IV. Cancellation received within 1 month of event - 75% of the total event cost
- V. Cancellation received within 7 days of event - 100% of the total event cost
- VI. Postponement of the event to a later date - 5% total event charge - only if Pasetti and Boote are available and notice given over a month prior to event

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 Pasetti and Boote 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 Pasetti and Boote for administration costs, travel, supplies etc, and will be discussed fully in the event of cancellation

#### 8) Dietary Requirements and Allergies

a) Pasetti and Boote 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 7 working days prior to the event). Allergen sheets will available on request at all events

## 9) 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 Pasetti and Boote

b) Pasetti and Boote will happily serve a clients arrival drinks, table wines or cake etc during their event subject to handling fee alongside staffing costs. Please ask for further details

## 10) Client's use of Pasetti and Boote's 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. The refundable deposit minus any costs shall be refunded to the client after the event once details have been sent through from the hire company as to any damages/breakages

b) Pasetti and Boote 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

## 11) Liability of Pasetti and Boote

a) Pasetti and Boote accept no liability under any claim whatsoever arising (be it by negligence or otherwise) for any loss over the figure of the existing Pasetti and Boote 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

## 12) Force Majeure

a) Pasetti and Boote shall incur no liability to the client if performance of the contract is prevented or hindered by any case whatsoever beyond Pasetti and Boote's 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

Pasetti and Boote 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.pasettiandboote.com](http://www.pasettiandboote.com)