



Terms & Conditions 2015-2016

Introduction

- 1.1 In order to avoid any misunderstandings regarding bookings, the following are our Terms & Conditions to which all bookings are subject.
- 1.2 In these Terms & Conditions, the expression "the Company" means Circa events, and the expression "the Client" means the person, firm or company booking the Company.

Confirmation by Client

- 2.1 Any booking is provisional until the Company receives a written confirmation of the booking, along with the full venue and catering deposits, this will secure your venue and Circa Events catering.

Numbers

- 3.1 Provisional numbers will be asked for at the time of booking, and the Company reserves the right to set a minimum number to be charged.
- 3.2 At no less than 28 working days prior to the function, the Client will provide the Company with the final numbers attending the function, along with specific numbers of vegetarians and/or special diets to be served.
- 3.3 Should the actual numbers attending the function exceed those informed 28 working days previously, the Client shall pay the Company on the day of the function, for the extra numbers attending, at the quoted per head rate for the function.

Cancellations and Amendment

- 4.1 Cancellations or postponements of, or amendments to bookings must be made in writing to the Company.
- 4.2 If the booking is not confirmed in writing accompanied by the required deposit, the Company reserves the right to cancel the booking.
- 4.3 In the event of ground flooding at a marquee venue, the venue owner reserves the right to position the marquee at a different location on the site than originally agreed.
- 4.4 It is recommended that all clients take out full wedding insurance in case of cancellation or amendments by the company of venue.

Deposits and Payment

- 5.1 A non-refundable deposit of the £2000 for venue hire at Northease Manor School and £1500 Loughton barns is required to secure the venue booking.
- 5.2 25% of the non-refundable catering cost, must accompany written confirmation of the booking in order to guarantee the booking. Licensed bar bookings require the full payment to accompany the written confirmation.
- 5.3 The remainder of the payment must be made in full 28 working days prior to the date of the function. Any reduction in numbers after this time will not be refunded.
- 5.4 Additional numbers catered for, any beverages served, corkage, and hiring must be paid for on the day of the function.
- 5.5 Payment can be made by cheque, bankers draft, payable to 'Circa Events' or by card. All credit card payments are charged by the bank at 2.5%. Currency used is in Pounds Sterling.
- 5.6 The Client must pay the Company charges for any extra goods and/or services provided at the request of the Client or any person agreed to have the requisite authority.

Prices

- 6.1 All prices quoted include the provision of crockery, cutlery, white linen, white napkins and staffing as required. All other menu prices quoted include the provision of crockery, cutlery, linen, napkins and service, as required.
- 6.2 Prices quoted are subject to variation due to changes outside the Company's control such as availability or seasonality.
- 6.3 All hot menus are priced assuming the venue has adequate facilities. The Company reserves the right to charge extra for the provision of cooking and holding equipment at the venue, should these not be available at the venue.
- 6.4 All prices exclude VAT.

Licensing, Corkage & Statutory Controls

- 7.1 The Client requires the prior written consent of the Company to bring wines, sparkling wines and Champagne onto licensed premises operated by the Company on a consumption basis only, for which the relevant charges will apply. All drinks packages sold: silver, gold and based on drinks after ceremony and until the end of the wedding breakfast. Platinum package is as before with the addition of the evening bar from 7 pm.
- 7.2 The Client requires the prior written consent of the company to bring wines, spirits, beers or soft drinks for consumption only on licensed premises. Evening bar to be operated permanently and solely by the Company and/or its representatives. Relevant charges will apply.
- 7.3 The Company and all its activities are subject to statutory controls, including those relating to fire, licensing and entertainment, and must be strictly observed by the Client, and their guests and representatives.

Liabilities

- 8.1 Other than personal injury caused by the negligence of the Company, its managers or staff, the Company, its managers, or staff will not be liable for any loss, damage or expense to any person or thing however caused.
- 8.2 The Client is responsible for any damage caused to function rooms, public areas and equipment in them by any act, default or neglect of the Client, its sub-contractor or guests and shall pay to the Company and/or hirers of the venue on demand the amount required to make good or remedy any such damage.

General

- 9.1 In the unlikely event of a dispute arising, a complaint should be made to the management in charge of the function on the day, as grievances cannot be rectified after the event.
- 9.2 The Company's name, telephone and facsimile numbers, e-mail address, website, logo and any derivative of that name must not be used in any advertising or publicity without the express prior written consent of the Company.

Print Name.....Wedding Date

Signed.....Date.....