



- 07802 516950 - info@scoutandhunter.com - www.scoutandhunter.com -
Unit A Long Meadow Industrial Estate Ringwood Road
Three Legged Cross, Wimborne, England, BH21 6RD VAT: 431544615

Scout & Hunter Catering Terms and Conditions

In order to avoid any misunderstandings regarding reservations, the following are our terms of trading. Once your deposit has been paid Scout & Hunter deem this being an acceptance of our trading terms and conditions.

Prior to Booking

Estimates

Upon request, the prospective client will be provided with an estimate for the price of some or all of their required catering and service. An estimate is given in order to provide an idea of the booking total, based on an approximate valuation of requirements that may not reflect the exact value of the final quote.

Quotes

Scout & Hunter will provide a quote based on the information provided by the prospective client. Scout & Hunter reserve the right to make reasonable adjustment to the quote value where information has not been fully provided or where changes are made by the client to menu, guest number, service style, timings, or other factors that affect pricing. A quote is valid for 1 month from the date of issue; if not accepted within this time, Scout & Hunter will review and re-issue the quote subject to any price adjustments.

General Terms

Booking Confirmation Deposit

A deposit of 25% of the final price is expected to make a firm booking. The outstanding balance is to be paid no later than 14 days prior to your event date. All catering bookings are considered provisional until the receipt of a 25% deposit.

Holding Deposit / Save-The-Date Deposit

An arrangement may be made with Scout & Hunter for your date to be held on a limited basis upon payment of a holding deposit of £500.00, within a limited hold period to be agreed in advance. The holding deposit will be deducted from the total invoice. Scout & Hunter require proof of a confirmed venue booking for the date, and that booking details to be finalised by the end of the hold period in order to complete payment of the full deposit. Scout & Hunter reserve the right

We get invited to the best parties



- 07802 516950 - info@scoutandhunter.com - www.scoutandhunter.com -
Unit A Long Meadow Industrial Estate Ringwood Road
Three Legged Cross, Wimborne, England, BH21 6RD VAT: 431544615

to retain the holding deposit and release the held date should the client not act to proceed with the booking once the agreed hold period has elapsed.

Balance Payment

Payment of the balance is due 1 month prior to the event date, at which time Scout & Hunter must receive the final guest numbers, timings for the day and dietary requirements. Scout & Hunter reserve the right to make reasonable adjustment to the final balance based on any changes or updates to guest number, service style, timings, or other factors that affect pricing.

Function Changes Policy

21 days prior to the function no changes will be accepted, this includes catering numbers, final details on timings, food and special instructions.

Payment Methods

Payment can be made via credit / debit card or bank transfer. Please note that credit cards will incur a 2.5% service charge. We unfortunately do not accept cheques. The deposit is non-refundable.

Payment Plans

Where an alternative payment plan or payment schedule has been agreed between the client and Scout & Hunter, Scout & Hunter require payment to be made according to the agreed schedule. Full payment of the total invoiced value must be received by Scout & Hunter no later than 21 days prior to your event date.

Cancellation Policy

In the event of cancellation by the client, Scout & Hunter reserve the right to retain in full any amount paid. Scout & Hunter will return in full or part the amount paid minus administrative costs should the date be rebooked in the Scout & Hunter calendar, subject to Scout & Hunter discretion. Cancellations made within 30 days prior to your function will incur the full cost.

Transfer of Dates

Where full or partial payment has been made, transfer of the booked date and payment value to an alternate date is made at the discretion of Scout & Hunter.

We get invited to the best parties



- 07802 516950 - info@scoutandhunter.com - www.scoutandhunter.com -
Unit A Long Meadow Industrial Estate Ringwood Road
Three Legged Cross, Wimborne, England, BH21 6RD VAT: 431544615

Equipment Hire

Where crockery, cutlery, glassware or other equipment has been hired by the client from Scout & Hunter, any damage, breakages or loss caused directly or indirectly by the client, client's guests, or third parties present at the request of the client will be charged via invoice after the event.

Third Party Equipment and Services

Where equipment or services are provided by a third party through Scout & Hunter on the client's behalf, the client agrees to adhere to the third party's terms and conditions. Scout & Hunter do not accept liability for any costs incurred by Scout & Hunter, the client or the client's guests for use of third-party equipment and services.

General Liability

We do not accept liability for any failure to provide the service contracted which are due to circumstances beyond our control, including electricity and water failures, or fire alarm evacuation. To protect ourselves against any 3rd Party Claims, Scout & Hunter has obtained Full Public Liability insurance. Proof of certification will be provided upon request.

Service and Timings

Scout & Hunter will provide catering for the guests booked and paid for by the client, within the allocated service period as agreed by both parties. Where guests choose not to partake of the offering within the service period, Scout & Hunter may make a quantity of the remaining food available to guests after this time where possible and at Scout & Hunter's discretion.

Scout & Hunter will make every effort to work to the service times agreed with the client. We reserve the right to make reasonable adjustments to service timings on the day where circumstances require.

Substitution

Where the availability of ingredients may be affected by circumstances beyond our control, Scout & Hunter reserve the right to make reasonable substitutions.

Leftover Food Disclaimer

In leaving any food after the event in your care, you acknowledge that you will be responsible for the safe storage of the food and understand that this agreement is on the basis that we will accept no liability in respect of the food. For any further guidelines on safe storage of food, please visit:

<http://www.foodsafety.gov/keep/charts/storagetimes.html>

We get invited to the best parties



- 07802 516950 - info@scoutandhunter.com - www.scoutandhunter.com -
Unit A Long Meadow Industrial Estate Ringwood Road
Three Legged Cross, Wimborne, England, BH21 6RD VAT: 431544615

Fuel Surcharge

A fuel surcharge will apply depending on the distance we have to travel to the venue.

Staff Travel Time

A staff travel charge will be charged per staff member. This is for time spent on the road.

Traffic

At Scout & Hunter catering we always aim to beat the traffic through early departure from our premises. If however we should be held up in traffic we cannot be held responsible if the service is not delivered on time.

Parking and Access

Parking space must be provided for all Scout & Hunter team vehicles for the duration of our time on site, including setup, service and pack down. Parking space must be situated as close as practicably possible to the cooking/service point and have clear access between these. Where Scout & Hunter vehicles must be parked in paid parking, Scout & Hunter will require this sum to be paid by the client.

Mobile Bar and Alcohol Supply Terms

Where a mobile bar or supply of alcohol has been booked with Scout & Hunter, these terms apply in addition to terms and conditions as listed above.

Confirmation and Payment Terms

The bar booking is only secured upon receipt of a deposit, with the remainder payable 21 days before the event.

Pre-Paid Value Behind the Bar

The client may wish to place a value 'behind the bar'. This value must be paid in advance, no later than 21 days prior to the event.

Client Tabs

Where the running of a bar tab has been agreed between the client and Scout & Hunter, the client will be issued with an invoice for the tab within 7 days following the event. Payment of this invoice must be made promptly and no later than 14 days after the event unless otherwise agreed in advance.

We get invited to the best parties



- 07802 516950 - info@scoutandhunter.com - www.scoutandhunter.com -
Unit A Long Meadow Industrial Estate Ringwood Road
Three Legged Cross, Wimborne, England, BH21 6RD VAT: 431544615

Supply Terms

Unless agreed otherwise Scout & Hunter will be the sole drinks supplier and distributor for the duration of the event. This includes all alcoholic and non-alcoholic drinks and any other beverages served. Any unapproved drinks brought onto the premises will result in the loss of the deposit.

Pre-Agreed Supply

Where the client wishes to provide a quantity of their own drinks, the nature and quantity of the drinks must be agreed in advance with Scout & Hunter. Scout & Hunter reserve the right to retain a minimum spend deposit where the client has provided alcohol beyond the agreed amount. If service is required for the client's own alcohol, this will be charged additionally.

Breakages

Breakages caused directly or indirectly by the client, client's guests, or third parties present at the request of the client must be paid for in full and will be invoiced to the client after the event. Glassware breakages will be charged at replacement value. Bottle breakages will be charged at retail value.

Wet Bar Cancellation

In the event of cancellation by the client, the following charges will be incurred: 3 months prior - 50% of the total quote, or 1 month prior - 100% of the total quote.

Cancellation of a Cash / Dry Bar

A £500 cancellation fee will apply if cancelled 1 month prior to the event.

Temporary Event Notice

If applicable, the client needs to ensure that he/she is in possession of a Temporary Event Notice (TEN). The client will also send Scout & Hunter a copy of this notice or licence 14 days prior to the event. The notice must clearly state that the sale of alcohol will take place with time and duration specified. If TEN is not received by Scout & Hunter within the time specified, it will be assumed that the TEN has been granted and will be the sole responsibility of the client. Scout & Hunter do not accept any liability.

We get invited to the best parties