

#### **CANCELLATION POLICY**

ALL CANCELLATIONS OR CHANGE OF DATE MADE 14 DAYS OR LESS PRIOR TO EVENT WILL INCUR 50% LOSS OF THE MINIMUM SPEND. ALL CANCELLATIONS LOST WITHIN 10 DAYS OF EVENT WILL INCUR LOSS OF ALL MONIES DUE AS STATED ON YOUR INVOICE. CANCELLATIONS MUST BE CONFIRMED TO ASTON CATERING IN WRITING. IN THE CASE OF AN UNFORESEEN CIRCUMSTANCES, EXTREME WEATHER OR ACCIDENTS, ASTON CATERING RESERVES WRITE TO CANCEL ANY BOOKING AND REFUND ANY DEPOSITS MADE.

#### PAYMENT DETAILS & TERMS TO CONFIRM YOUR BOOKING

ASTON CATERING REQUIRES A 50% DEPOSIT TO SECURE YOUR EVENT DATE. FULL PAYMENT IS NEEDED TO BE PAID 14 DAYS PRIOR TO YOUR EVENT. ANY ADDITIONAL COSTS INCURRED ON THE DATE OF THE EVENT MUST BE SETTLED ON THE DAY. ASTON CATERING REQUIRES 14 DAY'S NOTICE FOR FINAL NUMBERS FOR EVENT. ASTON CATERING ALSO REQUIRES 7 DAY'S NOTICE FOR ANY DIETARY REQUIREMENTS. ANY PAYMENT MADE BY CREDIT CARD INCURS 1.75% SURCHARGE THROUGH STRIPE GATEWAY. AMEX IS NOT ACCEPTED.

#### **SETUP AND SUPPLIERS**

SUPPLIERS CAN DELIVER FLOWERS, DECORATIONS, FURNITURE THE MORNING OF THE EVENT. ANY FEE OR COST ASSOCIATED WITH OUTSOURCED SUPPLIER / CONTRACTOR REQUIRES FULL PAYMENT WITHIN 14 DAYS OF YOUR EVENT. ANY OFF SITE SUPPLIERS/ CONTRACTORS MUST HAVE ITEMS COLLECTED BY END OF THE EVENT UNLESS CONFIRMED IN WRITING OTHERWISE.

## THIRD PARTY SERVICES

ASTON CATERING HOLDS PUBLIC LIABILITY INSURANCE. ALL THIRD PARTY SERVICES MUST PROVIDE PUBLIC LIABILITY DOCUMENTATION WITHIN 14 DAYS OF THE EVENT. HARM OR DAMAGE TO GUESTS OR WORKERS CAUSED BY EXTERNAL SUPPLIER, EQUIPMENT, STYLING, DÉCOR, FURNITURE OR GOODS ARE COVERED BY ASTON CATERING.

# GRATUITY

GRATUITIES ARE DISCRETIONAL AND ARE APPRECIATED BY ASTON CATERING.

## FOOD ALLERGIES

PLEASE ADVISE DETAILS OF GUESTS WITH FOOD ALLERGIES WHEN CONFIRMING FINAL NUMBERS. WHILST THE CHEF AND KITCHEN STAFF WILL DO THEIR UTMOST TO COMPLY, WE CANNOT GUARANTEE IT, AS OUR KITCHEN DOES USE A WIDE VARIETY OF INGREDIENTS ON A DAILY BASIS.

## ACCOMODATION

ACCOMODATION FEES WILL BE CHARGED TO THE CLIENT IF OVERNIGHT STAY IS REQUIRED.