



The Event & Exhibition  
**Beverage Company**

***The Event & Exhibition Beverage Company Limited***

**TERMS & CONDITIONS**

Effective 25<sup>th</sup> February 2023

These Terms and Conditions form the basis of any contract between  
*The Event & Exhibition Beverage Company Limited* and the Client/s.

CONFIRMATION

Confirmation of a booking must be given in writing, via email or acceptance of Xero quotation and will be taken as Understanding and Acceptance of our terms, including Payment.

PAYMENT AND TERMS

**All accounts are due for payment as detailed in your invoice.**

**A confirmation deposit is required to hold the date as specified in the email.**

Any change or outstanding payment will be charged after the event.

For any booking within shorter notice, please see your payment terms on the email.

Final payment after the event should be made no later than 14 days after the invoice has been sent.

If credit terms have been agreed then payments for all functions are to be received within 14 Days of the email booking confirmation we send you. All the other payments are due on the specific date as above.

Late payment will be subject to a £60 administration charge and interest of 3% over base rate. If after 60 days full payment has not been received, civil court action will be taken, and all cost reserved against the client.

Payment should be made to *The Event & Exhibition Beverage Company Limited* by Bacs only with your invoice reference.

CANCELLATION

In the event of cancellation the first deposit will not be refunded.

For bookings under £500.00 we require 72 hours notice of cancellation (Monday to Friday)

For bookings over £500.00 the following applies:

Prior 4 weeks notice: first 10% deposit will not be refund

4 weeks notice: 50% of full amount of the total estimated bill

2 weeks notice: 75% of full amount the total estimated bill

1 week notice: Full amount the total estimated bill

### DRINKS

Drinks are on return sales and will be charged accordingly based on the estimate.

Minimum charge of 75% of drinks ordered on the contract, if 75 % consumption is not reached client can take the drinks after the function and a refund of the remaining 25% will be made.

Bars will require a minimum sale of £500.00 or otherwise as agreed with the manager.

When preparing your booking we will charge the £500.00 as a deposit and will be refunded back to your account after the event takes place providing the sale amount was reached.

If the amount is not reached we will only refund back to your account the remaining balance.

### CONSULTATION AND ESTIMATE

Estimate is free of charge; a 4 hours complimentary consultation is included in your quote. This includes time spent on menus, telephone calls, emails and meetings and at a tasting.

After this time we reserve the right to charge for this service at a rate of £40.00 \*per hour. We will advise when we are nearing the end of the complimentary 4 hours (\*to be discussed further by events manager)

### MENU

All our food & drink is freshly prepared using only the best ingredients available. We reserve the right to make any changes of ingredients due to market fluctuations and availability of seasonal produce at the time of the event. If this affects the price we will advise immediately. Menu confirmation (including dietary requirements) need to be made 10 days minimum prior the event.

### PARKING & DELIVERY

All parking information must be given in advance; loading bays, delivery zones, general parking and car park. Please let us know if there is a parking facility for our delivery and staff. If there isn't available parking you will be charged after the event for the parking fees.

### FINAL NUMBERS

Final numbers attending functions should be notified to the company at least 10 working days prior to the commencement of the function. If there is a drop in numbers later than 5 working days prior to the function, no reduction in costs can be expected. If catering requirements increase less than 5 working days prior to a function, every effort will be made to accommodate this, however additional costs may be incurred.

## EQUIPMENT HIRE

Any equipment required for the event will be hired and re-charged to the client. We request a hire equipment Damage deposit as per your booking in the Hire equipment section.

The client will be invoiced for any hired equipment broken, damaged or missing after the event. It will be deducted from the damage deposit or if above the deposit charge accordingly. This includes any crockery, Glassware, linen and electrical equipment. An invoice will be sent after the event.

## INSURANCE

Whilst we maintain our statutory insurance cover, we do not accept any responsibility for any loss, injury, damage or breakage caused by any guests.

## STAFF

An event manager is necessary to run all parties. The charge for an event manager is outlined in each and every quote.

All staff attending a function must be paid for a minimum of four hours work. If they are required to stay later than 11.30pm, the client shall be responsible for paying their taxi fare home. Wherever possible, the company shall book staff that live close together and can therefore share the taxi ride. We reserve the right to charge for taxis at earlier finishing times, for locations where public transport is unavailable, unreliable or unsafe.

## PROMOTIONAL MATERIAL

The Event & Exhibition Beverage Company Ltd reserves the right to take pictures or videos of the event to use for promotional purposes. The Client(s) hereby allow(s) The Event & Exhibition Beverage Company Ltd to display any photograph covered by this contract and to generally promote the business in advertising, brochures, blogs, magazine articles and other such material, providing that the images used are used lawfully and without damage to The Client(s).

## FORCE MAJEURE

We shall be under no liability for any delay or failure to provide the services as a result of any act or circumstances beyond our reasonable control including but not limited to an Act of God, legislation, war, fire, drought, failure of power supply, lock-out, strike or act of terrorism.

The laws of England and the jurisdiction of English courts will apply to any dispute