



WEDDING AND FINE DINING TERMS & CONDITIONS

DEFINITIONS	2
BOOKINGS	2
ESTIMATES	2
CONFIRMATION	2
EVENT DATE	3
FOOD	3
EQUIPMENT	4
PAYMENTS DUE BEFORE THE EVENT DATE	5
PAYMENTS DUE AFTER THE EVENT	5
VAT	5
CANCELLATIONS	5
COVID 19 / PANDEMIC CANCELLATIONS	6
FOOD SAFETY	6
DISPOSAL OF RUBBISH	6
PROPERTY	7
LIMITATION OF LIABILITY	8
DEATH OR PERSONAL LIABILITY	8
DATA PROTECTION	8
LAW OF THE CONTRACT	8
PHOTOGRAPHS	8
WAITING STAFF	9
COMPLAINTS	9



WEDDING AND FINE DINING TERMS & CONDITIONS

DEFINITIONS

1.1 'TTD' means It's Thyme To Dine Ltd.

1.2 'The Client' means the person, firm or company Booking.

1.3 'The Booking' means the function or event specified in the Estimate in regard to which TTD is providing goods and/or services.

1.4 'The Estimate' means TTD aggregate quotation of price for each element of the Booking as set out in the estimate provided to the Client based on the estimated number of guests attending the BOOKINGS.

1.5 'Terms and Conditions' means the standard terms and conditions set out in this document and includes any special terms and conditions agreed in writing between the Client and TTD.

ESTIMATES

2.1 Estimates are valid for **one** month from the date the Estimate is provided to the Client, unless withdrawn or extended with written notice by TTD prior to the Client's acceptance of it in writing.

2.2 Any changes to the Booking, including but not limited to, cover numbers, menus or additional services must be requested in writing / email after which the Client will receive a revised Estimate.

CONFIRMATION

3.1 No booking shall be deemed to be accepted by TTD unless and until confirmed in writing by the Client.

3.2 No wedding booking or existing client booking shall be confirmed without the payment of a **50%** deposit.

It's Thyme To Dine Ltd.



3.2.1 The remaining 50% is required 6 weeks before the date of the Clients wedding.

EVENT DATE

4.2.1 Any decrease in catering numbers after payment for the event has been made, will remain chargeable in full in accordance with Clause 10.

4.2.2 If the number or dietary requirements of guests who attend is more than the number notified, or changed as appropriate, the Client will be charged for each such additional guest or change in dietary requirement at a price per head included in the Estimate.

FOOD

5.1 Minimum orders apply for our event menus.

5.1.1 There is a minimum order of 20 portions per item on our Canapé and Sweet Treat Bites menus as they are made in batches.

5.1.2 There is a minimum order of 20 covers for the Wedding and 10 covers for the Fine Dining Menu and any Bespoke Menus.

5.2 All of our Canapés and Sweet Treat are served at room temperature unless otherwise specified.

5.2.1 For all the wedding and fine dining menu options, either a chef or team of chefs will be needed on the event premises with access to kitchen facilities or there must be the capability to set up a pop-up kitchen. A hire fee pre-agreed with the client for the pop up kitchen will apply, if required.

5.3. Bespoke Menus and Wedding and Fine Dining Menus must be cooked and plated on the event premises and will require the hiring of our chefs and access to kitchen facilities. Again, a hire fee for any required pop kitchen & equipment will apply.



TTD LIMITED – WEDDING AND FINE DINING T&CS 2025 WEDDING AND FINE DINING TERMS & CONDITIONS

5.4 Please let us know of any dietary requirements by email before the order has been finalised and inform us of the severity of the allergy. Failure to do so automatically exempts TTD from any culpability.

5.4.1 While we will endeavour to cater for any last-minute allergy requirements, these may incur an added cost.

5.4.2 The Wedding and Fine Dining Event Manager and/or Wedding and Fine Dining Event Assistant at the Wedding, must have been briefed on all allergens and guests, and any queries must be brought to them immediately.

5.4.3 All other Wedding and fine dining-catering will come with an Allergens Sheet with a list of all the allergens in the catering ordered. The Client must check the Allergens Sheet prior to serving and is responsible for the foods' consumption once out of the hands of the delivery team. (See template).

EQUIPMENT

6.1 The service equipment such as crockery, cutlery, glasses, linen etc. hired to the Client, will be of a typical classic style used unless pre-agreed with TTD and quoted for by TTD.

6.1.1 These are however subject to availability and substitutes may have to be made.

6.1.2 Requests for variations from TTD's usual style may incur surcharges.

6.2 Hired equipment is inevitably broken at events. This is not accounted for in the Estimate. Any breakages or damage to any hired equipment caused at the Wedding or Fine Dining by the Client or guests will be invoiced post event. This is to be paid by the Client in full in accordance with Clause



PAYMENTS DUE BEFORE THE EVENT DATE

7.1 A non-refundable deposit of **50%** of the total, including VAT where applicable, is due on acceptance with a written confirmation of the proposal prior to the event.

7.2 Final settlement of the full amount, including VAT (where applicable), must be paid **6** weeks prior to the Wedding or Fine Dining Date.

7.3 In the event of a booking being confirmed within **6** weeks the Wedding or Fine Dining date, full payment will be required to confirm the booking.

7.4 If the Client does not pay the deposit or final amount to schedule, TTD shall be entitled to cancel the Booking and charge the Client in accordance with Clause 10.

PAYMENTS DUE AFTER THE EVENT

8.1 Payment of any remaining balance for any additional services or broken items will be listed in a post-event invoice, as detailed in clause 6. Payment will be required within 7 days of the invoiced date.

VAT

9.1 VAT at the current rate of 20% may be payable on all sums within the Estimate in accordance with the Terms and Conditions.

9.1.1 All prices shown exc. VAT, VAT will be added to the final amount if applicable.

CANCELLATIONS

10.1 Any cancellations of bookings must be made no later than **6** weeks prior to the event, otherwise the Client will be liable to pay for the event in full.

10.2 All deposits are non-refundable but may be transferable to a future date, subject to TTD's ability service the revised date.

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10.3 Any reductions in guest numbers must be made at the time of full payment for the event, 6 weeks prior to the Event Date or before. TTD will only provide a refund for any guest reductions once notified up to 6 weeks before the Event.

COVID 19 / PANDEMIC CANCELLATIONS

10.4 TTD is not able to offer a refund should the Clients circumstances be impacted by Covid-19; however, the Client is able to reschedule the date at no extra cost provided there is more than 2 weeks until the Wedding or Fine Dining date.

10.5 Should the Client wish to cancel entirely; TTD is not able to offer a refund on payments made to date. The client will be required to pay any remaining payments in arrears. See clause 7 and 8.

FOOD SAFETY

11.1 TTD cannot be held responsible for the safety of any food supplied directly by the Client and served by TTD. In this instance, TTD would require written evidence of responsibility and we may ask for Health & Safety certificates and PLI Insurance.

11.2 Following catering delivery, we recommend that high risk food held at an ambient temperature and be consumed within two hours. This is a qualitative and food safety recommendation provided by HSE (Health & Safety Executive).

11.2.1 High risk food held at an ambient temperature for more than four hours should be disposed of.

11.2.2 We cannot take responsibility for the safety of food delivered by us which has been out of refrigeration for more than four hours.

DISPOSAL OF RUBBISH

12.1 TTD will be responsible for disposal of all catering related items supplied by TTD. Crockery, glasses, waste food, cooking

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implements, serving dishes etc. at no extra cost unless previously agreed.

12.2 TTD will **not** be responsible for the disposal of non-related catering items eg. Drink bottles, cans, general tableware not related to catering etc.

12.3 TTD will **not** be responsible for the movement of non-related catering items eg. Tables, chairs, non catering related soft & alcoholic bottles & cans, general tableware not related to catering etc.

12.4 TTD may on prior arrangement agree to such disposal at an agreed additional cost.

PROPERTY

13.1 TTD will not be held liable for loss, theft or damage to any of the Client's or the Client's guests' property during the Booking unless such loss, theft or damage is a result of any wilful act or negligence of TTD or any of its employees.

LOSS OR DAMAGE

14.1 The Client is wholly responsible for all equipment supplied by TTD for the purposes of the Booking, from the time of delivery to the Client or the venue until it is collected.

14.2 The Client must ensure that the equipment is sufficiently insured and evidence of a PLI may be requested.

14.3 Risk of any damage to or loss of the equipment shall pass to the Client on delivery.

14.4 Ownership of the equipment delivered shall not pass to the Client.

14.5 The Client will be responsible for any loss or damage caused by the Client's representatives or guests to property owned or hired by TTD.

14.6 The Client will not be liable for any loss or damage which has been caused or contributed to by any wilful act or negligence by TTD or any of its employees.



LIMITATION OF LIABILITY

15.1 Subject to the express provisions of these Terms and Conditions, TTD nor the Client shall be liable for any indirect loss or consequential loss howsoever caused by their failure to perform their obligations under these Terms and Conditions.

I DEATH OR PERSONAL LIABILITY

16.1. Nothing in these Terms and Conditions shall operate to limit the liability of TTD for death or any personal injury caused by its negligence.

DATA PROTECTION

17.1. TTD shall not use, copy, adapt, disclose or part with the possession of any business, employee, customer or guest information or data of or relating to the Client which is disclosed directly as a result of these Terms and Conditions.

17.2 TTD shall not disclose to any third party the details and contents of these Terms and Conditions except as strictly necessary to perform its obligations or exercise its right under these Terms and Conditions or with the written consent of the Client.

LAW OF THE CONTRACT

18.1 Conditions shall be governed by English law and the parties agree to submit to the exclusive jurisdiction of the English Courts.

PHOTOGRAPHS

19.1 TTD may take photographs of the Wedding or Fine Dining set up and / or catering we have provided, as well as our hired staff members for use in our social media and marketing.

19.2 Should the Client wish to opt out of this, please contact TTD in writing via email prior to the event.

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19.3 For weddings and events where a professional photographer has been present, we may request photographs from the Client.

WAITING STAFF

20.1. Waiting staff hired for an event cannot be expected to move heavy furniture. Porters can be hired for this purpose if required.

20.2 All waiting staff are responsible to the Wedding and fine dining Events Manager on duty and any discrepancies in service must be brought to them.

20.3 On the rare occasion, members of staff may have to withdraw from service before the event. In this case, our participating agency will source their replacement, or the Client will be refunded for the member of staff.

20.4 Our Estimate stipulates a finishing time for all staff.

20.4.1 The cost quoted for staff is based on this finishing time.

20.4.2 If the event overruns and / or staff are required to work beyond the quoted finishing time, this extra time worked will be chargeable to the Client.

20.4.3 In addition, if the revised finishing time is later than 11.30pm, taxi fares for the staff finishing later than planned will become chargeable to the Client at costs supported by receipts.

20.4 Staff are not allowed to join the event post-service under any circumstances.

COMPLAINTS

21.1 Any complaints must be brought to the Wedding or Fine Dining Events Manager's attention during the course of the event within 24-hours of the event concerned, as well as in writing, no more than 48-hours after the event has taken place.

ALCOHOL & BEVERAGES

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22.1 TTD operate a Sale & Limited Return policy. Alcohol or beverages purchased for the event can only be returned in boxes of 6 wine bottles or unopened beer case boxes. Clients can either take the beverages home, or the company's driver will return them to the client at additional cost for time or mileage.

22.2 For sale of alcohol on the event premises, we will require a Temporary Event Notice (TEN) and a Personal Licence Holder - the Wedding or Fine Dining Events Manager, must be present for alcohol sales.

22.3 The Wedding and fine dining Events Manager reserves the right to refuse service of alcohol to certain individuals when deemed necessary and their decision will be final.

DELIVERY CHARGES

23.1 Delivery and collection charges will apply and are dependent on postcode.

23.2 Rates for weekend and late-night deliveries and collections may vary.

23.3 Equipment deliveries may be subject to separate delivery charges.

TASTINGS

24.1 One tasting occasion can be provided at a venue to be agreed, premises at a cost of £45 per head + VAT (if applicable) for up to a maximum of 4 guests. This charge will need to be paid prior to the tasting,

TTD LIMITED – WEDDING AND FINE DINING T&CS 2025
WEDDING AND FINE DINING TERMS & CONDITIONS

24.2 TTD reserve the right to cancel and reschedule the tasting should there be an event that compromises the availability of our chefs and Event Manager.

HEALTH & SAFETY

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25.1 A Risk Assessment will be issued to the venue prior to the event to be signed.

25.1.1 This Risk Assessment premeditates any health and safety dangers and how they can and will be managed to prevent loss, damage, or injury during the event.

25.2. TTD will conduct the event in an orderly and safe manner and cease an event if it becomes clear that the operation of an Event will cause a risk to the health and safety of guests, general public or any of TTDs property.

EMPLOYERS & PUBLIC LIABILITY INSURANCE

26.1 TTD will provide details of insurance cover as requested.

I have read, understand and agree to TTD's Terms and Conditions.

SIGNED PRINTED NAME
COMPANY (IF APPROPRIATE): DATE:

SIGNED PRINTED NAME
CLIENT or cOMPANY (IF APPROPRIATE): DATE: