



BOOKING PROCESS

***Place your order using our online ordering service.**

***You will receive a copy of your catering order via email. Please ensure that your order is not discarded so that you can refer back to it should you have any questions or need to amend any details from this order.**

***We will contact you over the telephone to confirm that your order is confirmed or declined and that you wish to proceed with the booking. You will then receive an email from us confirming this.**

***You will receive via email your deposit invoice (£100.00+VAT). If your event date is 5 weeks or less away then the deposit invoice will be replaced with your full invoice. All invoices must be paid within the payment terms stated on the document. Details of how to pay will also be stated on the invoice. Should you have any questions regarding how to pay then please contact us.**

***We will hold your event date from the date that the deposit or full invoice was issued. If your invoice is not paid on time then your event date will become available.**

***When payment has been received for the invoice issued then your date and booking with us is now confirmed.**

***Should you have booked your event well in advance and you have paid your deposit invoice, you should contact us no later than 5 weeks before your event date to confirm final numbers and requirements for your event.**

***Your final invoice will be issued exactly one month to the date of your event. This will be the full charge for the catering & services minus your deposit payment. Payment terms are stated on all invoices. Once this is paid, nothing else is required & we will look forward to seeing you at your event!**