

This agreement shall come into force upon any verbal agreement or the signing of a quote containing the terms and conditions as set out below:

1. All prices are subject to fiscal or any other increases that are outside the control of Myrtle & Olive

2. If waiter/ Waitress Service is required, it should be noted that Myrtle & Olive will not be responsible for serving food items not provided by ourselves.

3. Tables & Chairs must be erected in position to coincide with table plans before the caterer arrives unless expressly requested by the client.

4. Journeys over 30 miles round trip will incur an additional charge of £2.00 per mile.

5. Functions held on Sundays or Bank Holidays will incur an additional charge of £10.00 per hour for each member of our waiting staff.

6. The Final Numbers of Guests are required 10 days before the reception. These are the numbers of which you will be charged and cancellation and reduction will not be accepted at this point.

7. Cancellation must be made **in writing** to Myrtle & Olive and will not become valid until you have received an acknowledgement from our office. Cancellation made before the function will be charged as a percentage of the total order value as follows:

Up to 4 days before hand: - 100%

5-14 days: - 50%

15-30 days: - 25%

Over 30 days: - Loss of deposit only.

8. Booking deposits of 30% of the total cost will be taken on the date of order confirmation. This is strictly non refundable and is deemed to be taken against the main menu only booked for the date on the form. Deposits are not transferable and cannot be used as payment for any other goods or services supplied.

9. The Balance of 70% of the total cost is due within the payment period specified in the quote, payable by Cash, Cheques or BACS. All **late** payments will incur a 4% charge of the total amount payable plus a £25.00 admin charge for any correspondence entered into in connection with said late payment.

10. This Agreement shall be governed by English Law and subject to the sole jurisdiction of the English courts.