

Terms and Conditions from January 2018

1. Booking Your Date with Mushroom Catering

1. All event bookings must be confirmed in writing / email by the Client.
2. A booking deposit is required to secure Mushroom Catering for the date of your event (this deposit is non-refundable should your event be cancelled, see below)

2. Booking Deposit

1. A booking deposit figure (33% of estimated food costs based on predicted numbers) will be provided to the Client in writing / email by Mushroom Catering once your booking confirmation is received. This deposit will be deducted from the total event costs which will be issued to the Client no later than one month prior to the event (please see our Payment terms below).
2. Payment methods available include bank transfer, debit card, cheque and cash

3. Booking Confirmation

1. Once the Client's deposit has been received an email confirmation will be sent which will include your draft menu, event summary and estimated costs based on the number of guests and selections made by the Client.
2. Once a date has been secured a client tasting session is possible for bookings with a minimum of 120 guests.

4. Payment of Total Event Costs Prior to Event

1. Payment in full is required for all catering services to be provided by Mushroom Catering prior to the event. Final guest numbers must be confirmed to Mushroom Catering no later than one month prior to the event.
2. The information provided at this point will be used to produce your total event cost invoice. Once our invoice is received by the Client payment must be received no later than two weeks before the event. After final numbers have been provided to Mushroom Catering we are happy to accept any increases in requirements however no reduction will be possible.
3. Should Mushroom Catering be advised of any increases following payment and less than two weeks prior to the event, Mushroom Catering reserve the right to accept these and will raise an additional invoice following the event for these guests or extra food needed, payment will then be due for immediate settlement by the Client.
4. As cancellation insurance is not available to a catering supplier, the Client is advised to arrange such insurance to recover their losses.

5. Cancellation Charges

1. In the unfortunate event of a booking having to be cancelled confirmation in writing will be needed from the Client. Your deposit will be retained and the following charges will be incurred
2. Cancellation received with less than one 30 days notice prior to the event – 66% of the total catering cost
3. Cancellation received less than seven days prior to the event – balancing payment of the total catering cost including staff costs
4. The total catering cost will be based on the number of confirmed guests attending at the agreed price per head. Should guest numbers be unconfirmed at the time of cancellation the total catering cost will be based the originally quoted/estimated guests numbers.
5. Any additional costs incurred by Mushroom Catering in preparation of the event up until the time of cancellation will be charged to the Client. This is to cover any losses caused to Mushroom Catering for administration costs, travel, supplies etc. and will be discussed fully in event of cancellation.

6. Dietary Requirements and Allergies

Mushroom Catering will endeavour to provide suitable adaptations to the Clients menu for any guests with special dietary requirements or allergies. We cannot however take responsibility for any guests unless advised in advance (no less than one month prior to the event).

7. Clients Food and Drinks

1. We accept no liability for any food supplied to the Client by another caterer (or food products suppliers or by the Client themselves) in addition to those arranged by Mushroom Catering.
2. Mushroom Catering will happily serve a Clients arrival drinks, table wines etc. during their event.

8. Liability of Mushroom Catering

Mushroom Catering accept no liability under any claim whatsoever (be it by negligence or otherwise) arising from any loss over the figure of the existing Mushroom Catering Public Liability Limit of Indemnity. Note that this figure, which may change from time to time, is available upon request.

9. Force Majeure

Mushroom Catering shall incur no liability to the Client if performance of the contract is prevented or hindered by any case whatsoever beyond Mushroom Catering's control and in particular but without prejudice to the generality of the foregoing, by act of fire, flood, subsidence, sabotage, accident, strike, or lock out and shall not be liable for any loss or damage resulting there from suffered by the Client.

10. Future Changes to Terms and Conditions

Mushroom Catering reserve the right to change our Terms and Conditions when necessary due to the continual evolving nature of our business. It is your responsibility to ensure that you are up to date with our Terms and Conditions.