

PAELLA EVENT CONTRACT BOOKING FORM 2016



BOOKING DETAILS

Version: 1

Date of quotation:

Date of initial enquiry:

Date of site visit: TBC

Client name:

Address:

Tel: Mob: Email:

Type of event:

Name & relation of celebrant (if not client):

Venue address (if not client):

Date of event:

Number of guests to serve:

Caterers to arrive: approx.

Guests to arrive: approx.

Paella Serving Time: approx.

Duration of Service: up to 1 hour

If an extension is required beyond the agreed duration of service, the time of engagement may be extended at the overtime rate of £100 per hour (pro rata), to be paid prior to the overtime period.

**This quotation is valid for 30 days from date of issue and is secured by your paid deposit.
If you requirements change please contact Idelica Ltd for a written re-quotation.**

Costs breakdown are on page 2 and full terms and conditions are on page 5 on this contract.

PAYMENT SCHEDULE

TOTAL TO PAY:

Deposit of 30% due on booking:

BALANCE TO PAY:

Due by:

On this date, please email emma@idelica.com to advise us of any additional servings, the balance payment due can then be re-invoiced and settled. Any further amendments after this date, please contact Emma Lopez by email or phone to discuss.

MENU BREAKDOWN

On Fridays, Saturdays, Sundays and Bank Holidays, a minimum booking of 50 servings is required for paella catering on-site. On other days, the minimum is 40 servings. We can cater for up to three types of Paella in one sitting, subject to a minimum of 10 servings of any single variety.

Paella

MEAT x XXX @ £ pp	(e.g. chicken, chorizo, pork)	SUBTOTAL £
VEGE x XXX @ £ pp	(e.g. mushroom, olives, artichokes, beans, greens)	SUBTOTAL £
SEAFOOD x XXX @ £ pp	(e.g. fish, prawns, squid, shrimps, mussels)	SUBTOTAL £
MIXED x XXX @ £ pp		SUBTOTAL £

If we are required to provide an outdoor cooking tent we charge £30-£50 per event depending on the size of the tent needed.

COOKING TENT HIRE FEE	3m x 3m	6m x 3m	SUBTOTAL £
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Additional Dishes

Dish 1 x	Serving style: Buffet / Table Platters / other @ £ pp	SUBTOTAL £
Dish 2 x	Serving style: Buffet / Table Platters / other @ £ pp	SUBTOTAL £
Dish 3 x	Serving style: Buffet / Table Platters / other @ £ pp	SUBTOTAL £

Service and Other Hire Charges

Our menu prices are based having us serve paella to your guests from the pan, and for the canapés, starters, sides and desserts on an attended 'help yourself' buffet serving style. To have use of our table platters, or to have us provide staff to serve any course to tables on platters, or to carry platters around for your guests, or to have us clear tables of the platters, plates, cutlery and food debris between courses, we need to charge extra. A returnable damages deposit will also be required for tableware hire. If charges aren't laid out here and you require any of those services, please contact me for a quotation and a list of terms.

TABLE PLATTERS for xxx TABLES of xxx people (approx.) for xxx COURSES	SUBTOTAL £
STAFF xxx @ £13.75 per hour for xxx hours	SUBTOTAL £
UPGRADE DISPOSABLES xxx	SUBTOTAL £
HIRED ITEMS xxx	SUBTOTAL £
REFUNDABLE DAMAGES DEPOSIT	SUBTOTAL £

GRAND TOTAL: £

DIETRY NOTES

Any special dietary requirements / allergies advised please note here:

FOOD ALLERGEN INFORMATION ON PAELLAS

- CHICKEN STOCK USED IN OUR **SIGNATURE MEAT & MIXED PAELLA** CONTAINS: **WHEAT, SOYA, MILK AND EGGS** AND IS PRODUCED IN A FACTORY THAT USES AND THEREFORE **MAY CONTAIN TRACES OF FISH, CRUSTACEANS AND CELERY.**
- VEGETABLE STOCK USED IN OUR **SIGNATURE VEGETARIAN PAELLA** CONTAINS: **CELERY AND LACTOSE.**
- FISH STOCK USED IN OUR **SIGNATURE SEAFOOD PAELLA** CONTAINS: **WHEAT, FISH, CRUSTACEANS, MOLLUSCS AND SOYA** AND IS PRODUCED IN A FACTORY THAT USES AND THEREFORE **MAY CONTAIN TRACES OF MILK, EGGS AND CELERY.**

On final confirmation of menu and on request we can provide a list of ingredients to be used in your menu, and a document of all potentially present food allergens currently listed by the Food Standards Authority will be made available on the day of your event.

We do reserve the right to make last minute changes to any ingredients, or brands of ingredients, or any part of the menu as items are always subject to availability and we will do our best to advise you of any changes in advance, and ensure the changes are as like-for-like as possible. If any new allergen issues arise from this substitution we will notify you ASAP.

PLACE SETTINGS

Within the price quoted for the paellas we provide biodegradable, disposable plates or bowls, sporks and napkins. Please confirm if you require these:

- Idelica to supply (foc) Chinet Plates/Bowls
Plastic Sporks
Napkins
- Idelica to supply upgraded disposables
- Idelica to hire Crockery/Cutlery/Linen

If you will be supplying us with crockery/cutlery to handle, please confirm what you will be supplying here:

LOGISTICS, HEALTH AND SAFETY

Venue layout: (This may need to be confirmed after a site visit).

The client agrees to supply the following which should be clean and clear of clutter. If any of these are not available please let us know so that we make other arrangements to complete our risk assessment safely:

- A level area suitable for the pitching of our pans, and for safe preparation/cooking and serving
- A suitable area/surface to serve party guests from
- Access to drinking water
- Access to hob/kettle for heating water
- Access to a washing-up area
- Access to a hand-washing area
- Access to toilet facilities
- Refuse disposal

Note: we will supply a small waste bin and we help to collect paella waste and disposables that you and your guests place at the serving point prior to our departure; however we cannot take responsibility for the disposal of all paella waste food and used disposables after consumption. If there is any food left untouched in the pan within 1.5 hours of initial serving, it can be placed into the client's containers and refrigerated or frozen for later consumption on request. This is done so at the client's own risk.

TERMS & CONDITIONS: BOOKING & PAYMENT

To confirm your booking, please return to Idelica Ltd:

1. A completed and signed Idelica Ltd booking form.

2. A deposit payment of 30% of the total booking amount due (see cover sheet). Payment can be made by cash, cheque, debit card, credit card (2.75% surcharge applies to credit and debit card transactions) or BACS (Sort Code 090666 Account 42044317). For cheques please allow 4 extra working days for bank processing. Once everything has been received you will be notified of your booking confirmation by email. 10% of this deposit is refundable if cancellation occurs more than 60 days prior to the event. Any cancellation must be made and acknowledged by both parties in writing before any refunds can be made.

3. No later than 30 days prior to the date of the event, the remaining 70% of the total booking amount due is required. After this, we are extremely sorry but no refunds can be accommodated due to cancellation by the client. However, at the sole discretion of Idelica Ltd, adjustments to numbers of up to 10% may be accepted up to 14 days before the event.

TERMS & CONDITIONS: OTHER TERMS

Idelica Ltd takes the health and safety of its clients and their guests very seriously, and will advise the client in advance and during set-up of any hazards to be aware of and the steps that need to be taken to minimise any risk to staff and the public. Idelica Ltd will not be held responsible for any suffering or consequential damages as a result of any negligent act by the client or by any person in attendance or otherwise associated with the client. This includes but is not limited to allergic reactions to ingredients and injuries caused by contact with equipment belonging to Idelica Ltd.

If, due to incapacity, illness, accident, equipment failure or other unforeseeable circumstances Idelica Ltd or its staff are unable to perform the contracted service, or are more than 2 hours late due to similar reasons, Idelica Ltd agrees to issue a refund to the client. Upon such a refund, this contract shall become null and void, and the client shall have no further legal recourse against Idelica Ltd or its staff.

If for any reason beyond its control - including but not limited to strike, labour dispute, accident, act of war, act of God, fire, flood and any other emergency situation - Idelica Ltd is unable to perform its obligations under this agreement, such non-performance is excused and Idelica Ltd may terminate this agreement without further liability of any nature upon return of the paid deposit or full balance. In no event whatsoever shall Idelica Ltd be liable for consequential damages of any nature or any reason whatsoever.

If any agreement is signed in the name of a corporation, partnership association, club or society, the persons so signing represent and warrant to Idelica Ltd that he or she has full authority to sign such contract and in the event that he or she is not authorised, he or she will be personally liable for the faithful performance of this agreement.

I (We), the undersigned, have read this document and do fully understand and agree to the terms and conditions set forth herein.

Signature of client(s)

Date:

Signature of Idelica Ltd

Date:

Please sign TWO copies, keep one for your records and return the other copy to emma@idelica.com or Emma Lopez, Idelica Ltd, Willow Cottage, 55 Ringwood Road, Avon, Hampshire BH23 7BG.

Idelica Ltd maintains sufficient Public and Employers Liability Insurance and Health and Hygiene Training for catering events. Please ask if you wish to see our certificates.

It is recommended that you always take out your own insurance to cover your potential losses in the unhappy case that you are forced to cancel your event for any reason.

OTHER NOTES FOR THE EVENT