



Terms and Conditions

Your contract is with us Ridgway Caterers Limited (Company No: 10699013), of
Unit 4 Oldham Street, Joiners Square, Hanley, Stoke on Trent, ST1 3EY

1. Confirmation of Booking

On confirmation of your booking, we require payment of a **non-refundable deposit** of £500.00 along with a signed copy of these Terms and Conditions. Please keep a copy for your own records. **We request that you use your wedding/event date and or name as a reference on payment (e.g. Smith 01/01/01)**. The booking will remain provisional until both the Deposit and signed Terms and Conditions have been returned. Once received and accepted by Ridgway Caterers, the booking is under contract and will be subject to payment and cancellation terms as set out below.

All payments should be made in Pounds Sterling (UK) and cheques should be made payable to Ridgway Caterers Limited.

- i. Full payment is required 30 calendar days prior to your wedding date, unless otherwise agreed.

2. Payment Methods

BACS transfers, Debit card payments and cheques are all free of charge.

Account Details: Barclays Bank, Ridgway Caterers Limited, Account- 33385256, Sort code- 20-36-43

Credit Card (All credit card payments accept)

3. Price

- ii. If your wedding date is scheduled more than 1 year after the date of our confirmation, we reserve the right to increase the price of your wedding/event menu for each complete period of 12 months between these two dates, subject to changes out of our control.
- iii. VAT may be added to your invoice please check individual price lists. if the rate of VAT changes between the date the contact is formed between you and us we shall adjust the amount of VAT payable in line with the standard rate.

4. Payment

- i. We shall contact you five weeks prior to your function to confirm and finalise all your details and prepare you invoice for payment in full (Less any deposit) 30 calendar days prior to your wedding/event date unless otherwise agreed

5. Amendments

- i. Ridgway Caterers Limited will only provide the confirmed amount of food and drink based on the information provided to us, we cannot be held responsible for any shortfall or increased food requirements.
- ii. Once your final invoice has been raised you can increase your numbers up to 24 hours before our event, but you cannot however decrease or cancel any of your numbers confirmed with Ridgway Caterers ltd.

6. Postponements or Cancellation by Client

- i. If a notice of cancellation is received by Ridgway Caterers Ltd, all payments received in accordance with our payment terms above are non-refundable.

7. Cancellation by Ridgway Caterers

Ridgway Caterers Ltd reserves the right to cancel a confirmed booking on the following basis, without liability to you and without any obligation to refund your deposit if:

- i. If the client becomes insolvent or enters into liquidation or receivership
- ii. If the client is more than 30 days in arrears with any payment due to Ridgway Caterers Ltd
- iii. If the booking might, in the opinion of Ridgway Caterers Ltd, prejudice its reputation
- iv. Where the client is in breach of the terms set out
- v. You do not pay Ridgway Caterers Ltd the balance of your invoice by the date that payment is due.
- vi. Ridgway Caterers Ltd have reasonable grounds to believe that you may not pay your balance by the due date. We would request you explain your position would determine if this was to our satisfaction.
- vii. We have discovered that you have deliberately concealed information about your wedding/event or provided Ridgway Caterers with incorrect information about your wedding/event
- viii. In addition to the above, any additional services booked by Ridgway Caterers Ltd on your behalf, will be charged in line with the individual supplier cancellation policy.

8. Cancellation Charges

56 Calendar Days prior to your date 50% of costs to be paid.
30 Calendar Days prior to your date 100% of costs to be paid.

9. Beverages

All beverage requirements including reception drinks, wines and bar facilities must be provided through Ridgway Caterers Ltd, in line with the premises license granted. Should guests be found with alcohol not provided by the Ridgway Caterers Limited then it will be confiscated. Failure to comply with this may result in the closure of any bar(s) operating during that event.

This only applies if Ridgway Caterers Ltd are the licence holders for the premises.

10.) Own Food Items

Ridgway Caterers Limited will only allow clients to provide their own wedding cake at any of our venues to be consumed by their guests. Additional food items which may come under the heading of 'Wedding Cake' i.e. Cheese Tower/Cheese Cake, if not purchased from Ridgway Caterers Limited will incur a charge per person for the consumption of. Ridgway Caterers Limited refer the right to not allow food items which have not been prepared or bought from Ridgway Caterers Limited to be allowed on the premises.

11. Limitation of our liability to you

Subject to the paragraph below, Ridgway Caterers total liability to you for any loss you suffer will be limited to the total amount of money payable to us for your wedding/event. We shall not be liable for any losses which were not reasonably foreseeable to both you and Ridgway Caterers Ltd when the contact was entered into, or for any losses that were not caused by any breach of contract, negligence or reach of statutory duty on our part.

Nothing in these terms excluded or limit in any way our liability for death or personal injury caused by negligence or fraud, fraudulent misrepresentation, or for any other matter for which it would be illegal/unlawful for us to exclude or limit (or attempt to exclude/limit) our liability.

12. General

- i. Whilst Ridgway Caterers Ltd takes all responsible steps to ensure that information contained in its literature, tariffs and advertisements is accurate, it reserves the right to alter, substitute or withdraw and service, facility or amenity without notice.
- ii. Our contact is with the party/persons signing the contact. Any error or omission in any information or document issued by Ridgway Caterers Ltd shall be subject to correction, provided that the correction does not materially affect the contract.
- iii. You may not transfer any of the rights or obligations under our contract with you or another person without prior written consent, which we will not withhold unreasonably. Ridgway Caterers Ltd can transfer all or any of our right and obligations under the contact to another organisation, but this will not affect your rights under these terms.
- iv. If any court or competent authority decides that any of the provisions of these terms are invalid or unforeseeable to any extent, the terms will, to that extent only be served from the remaining terms which will continue to be valid fully permitted by the law.

All written communications by you must be sent by first class post to Ridgway Caterers Limited.

The terms shall be governed by English law and shall be subject to the non-exclusive jurisdiction of the English courts.

13. Allergies Statement

Our Policy regarding Food Allergies and Intolerances

Before ordering your required food, products supplied by Ridgway Caterers, please speak to our staff about your requirements.

(We publish this statement to comply with the Food Standards Agency compliance to Allergen information for loose foods December 2014).

I, the undersigned, have read and understood the terms and conditions of booking with Ridgway Caterers Limited and agree to the terms and conditions set out above.

Signed _____ Printed Name _____

Date _____

Address _____

Venue Details and Date _____